

GENESEE COUNTY

EMERGENCY COMMUNICATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical position in which the incumbent is responsible for the installation, maintenance and removal of the county's emergency radio communication systems and related equipment. Organizationally, the incumbent will be directly supervised by the Emergency Management Coordinator. The Emergency Communications Specialist will be expected to interface with other emergency communications personnel within the county. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Optimization and maintenance of both fixed end and mobile/portable equipment;
Installation/removal of mobile and fixed end equipment including the computer programming of same;
Trouble shooting and repair of both fixed end and mobile/portable equipment, tower, antenna and peripheral equipment including back up power supply;
Record keeping and compiling of reports regarding all County owned/operated, maintained communication systems and equipment;
Training of system users as needed;
Overseeing the installation and compatibility of any communication equipment added to the County owned and operated facilities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of the operations and capabilities of communications equipment; thorough knowledge of the principals and practices of installation and maintenance systems; good knowledge of the Federal Communications Commissions' rules and regulations as they apply to communications within the County of Genesee; working knowledge of computers and computer programming; ability to work with all agencies presently operating radio communications equipment; ability to prepare and maintain accurate records and reports; ability to carry out oral and written instructions; ability to resolve conflicts.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,
AND EITHER:

- A. Associates degree in electronics, electrical technology, communications technology or related field and five (5) years of full-time, paid experience in the installation and maintenance of radio communication systems and peripheral equipment,

OR:

- B. Seven (7) years of full-time, paid experience as indicated in (A) above.

SPECIAL REQUIREMENT: Possession of a valid FCC Technician license at time of appointment.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.