

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Radio Technician

SERIES NO.:

5242

MAJOR AGENCIES:

Transportation, Natural Resources, Adjutant General

EFFECTIVE DATE:

04/22/2012

SERIES PURPOSE:

The purpose of the radio technician occupation is to install, remove, inspect, repair, test & maintain communication equipment in order to provide two-way radio communication for users.

At the lower level, incumbents receive training & assist in installing & maintaining communication equipment. At the higher level, incumbents independently perform assigned duties. At the managerial level, incumbents have state-wide responsibility for overall design, implementation & maintenance of communication equipment within assigned agency.

CLASS TITLE:

Radio Technician 1

CLASS NUMBER:

52421

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under close supervision & requires working knowledge of electronic technology in order to assist in installing, removing, inspecting, repairing, testing & maintaining communication equipment.

CLASS TITLE:

Radio Technician 2

CLASS NUMBER:

52422

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of electronic technology in order to independently install, remove, inspect, repair, test & maintain communication equipment.

CLASS TITLE:

Radio Technician Manager

CLASS NUMBER:

52426

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The managerial level class works under general direction & requires extensive knowledge of communication equipment operation & maintenance & Federal Communications Commission rules & regulations in order to manage & direct installation, repair, testing & maintenance of all communication equipment on state-wide basis & supervise assigned staff.

CLASS TITLE: Radio Technician 1	CLASS NUMBER: 52421	BARGAINING UNIT: 07
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training & assists in installing, removing, inspecting, repairing, testing & maintaining communication equipment (e.g., two-way radios, antennas, control cables, control heads, microphones).

Maintains records required by Federal Communications Commission & department; maintains inventory records on all radios & radio associated equipment.

Serves as relief radio operator; receives & sends teletype messages.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Federal Communications Commission rules & regulations; safety practices; office practices & procedures. Skill in operating communication equipment; electronics. Ability to understand communication systems; understand technical manuals & instructions associated with trade; maintain accurate records; arrange items in numerical & alphabetical order; demonstrate dexterity to use hands skillfully; lift 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. in electronics technology; 12 mos. exp. in radio electronics; valid driver's license.

-Or completion of 2 yr. technical program in electronics; valid driver's license.

-Or 2 yrs. exp. in installation & repair of two-way radios; valid driver's license.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to high voltages, inclement weather, dirt, radio traffic noise & electronic tones; may be exposed to working at heights; on-call 7 days per week.

CLASS TITLE: Radio Technician 2	CLASS NUMBER: 52422	BARGAINING UNIT: 07
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently installs, removes, inspects, repairs, tests & maintains communication equipment (e.g., two-way mobile, base station, portable & hand held radios) & keeps frequency, modulation & power within Federal Communications Commission (i.e., FCC) rules & regulations.

Installs, maintains & operates related communication equipment (e.g., VCR's, camcorders, movie & slide projectors, public address systems, sound amplifiers); repairs communication testing equipment where permitted by FCC.

Maintains records (e.g., log of frequency, modulation & power readings of equipment; repairs, additions & deletions of all equipment serviced or inspected) as required by FCC & department; maintains inventory records on all radios & radio associated equipment; operates two-way radio equipment, logs calls & relays messages.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Federal Communications Commission rules & regulations; safety practices & procedures. Skill in operating communication equipment; electronics. Ability to understand communication systems; use algebra; comprehend technical manuals & instructions; check pairs of items that are similar or dissimilar; demonstrate dexterity to use hands skillfully; lift 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. technical program in electronics or radio or broadcast engineering; 1 yr. exp. in electronics, radio or broadcast engineering position; hold General Radio Telephone Operator's License issued by Federal Communications Commission or be certified by one of following: Society of Broadcast Engineers, National Association of Business & Educational Radio, Inc., International Society of Certified Electronic Technicians, National Association of Radio & Telecommunications Engineers, Inc., or Associated Public Safety Communications Officers, Inc., or any other private industry certificate recognized by Federal Communications Commission; valid driver's license.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to high voltages, inclement weather, dirt, radio traffic noise & electronic tones; may be exposed to working at heights; on-call 7 days per week.

CLASS TITLE: Radio Technician Manager	CLASS NUMBER: 52426	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Has responsibility for overall management & maintenance of electronic/communication equipment/system & communication operations of entire agency (e.g., establishes &/or assists in establishment of policies & procedures for communication operations or develops & implements procedures to provide emergency communications support for emergencies in Ohio; writes & updates operation manuals; writes guidelines for field technicians regarding installation & repair of electronic equipment; resolves complex communication problems) & supervises assigned staff.

Writes equipment specifications, analyzes bids received & recommends vendors for procuring radio & electronic equipment; arranges for new parts &/or new equipment to become part of inventory; analyzes materials & keeps abreast of developments in communications or electronic industry; applies new concepts to own equipment/operations to improve overall network.

Writes correspondence with various sources (e.g., FCC officials; manufacturers; distributors; state & local agencies; radio & TV broadcast media) regarding development of communications &/or warning emergency response plans, to exchange information, receive assistance or for planning purposes; makes applications to FCC &/or private organizations for required radio licenses or certificates or makes inquiries regarding same; compiles, prepares &/or oversees maintenance of reports/documentation (e.g., contracts, proposals, FCC required records).

Inspects condition & operation of communication equipment &/or determines if current & proposed communication activities meet technical requirements, recommends or arranges needed deficiency correction & reports results & action taken as required by local, state or federal agencies.

Performs various job related miscellaneous tasks (e.g., conducts & attends meetings or seminars, assists & advises other bureaus & departments regarding electronic equipment/communication systems, specifications or related problems, assumes duties of subordinates or others during emergencies or special circumstances).

MAJOR WORKER CHARACTERISTICS:

Knowledge of rules & regulations of department & Federal Communications Commission governing communication equipment installation, operations, repair, inspection, testing & maintenance of systems; electronics & technical mathematics; management*, supervisory principles/techniques; budgeting*; inventory control*; public relations*; effective communication techniques*. Skill in electronic communication equipment overall operation & maintenance. Ability to understand practical field of study (i.e., electronics); interpret extensive variety of technical material in books, journals & manuals; use proper research methods in gathering data; maintain accurate records; establish friendly atmosphere as manager; demonstrate dexterity to use hands skillfully.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. technical program in electronics or radio or broadcast engineering; 3 yrs. exp. in electronics, radio or broadcast engineering position; hold General Radio Telephone Operator's License issued by Federal Communications Commission or be certified by one of following: Society of Broadcast Engineers, National Association of Business & Educational Radio, Inc., International Society of Certified Electronic Technicians, National Association of Radio & Telecommunications Engineers, Inc., or Associated Public Safety Communications Officers, Inc., or any other private industry certificate recognized by Federal Communications Commission; valid driver's license.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to high voltages, inclement weather, dirt, radio traffic noise & electronic tones; on-call 7 days per week.