**Class Summary**

The responsibilities of this classification include installation, maintenance, troubleshooting and repair of electronic, communication, radio, security, closed-circuit television (CCTV), and allied systems in transit facilities.

**Distinguishing Characteristics**

This is the first of a two-level Radio & Communication Systems Specialist classification series. Work is performed independently under the general supervision of a Radio & Communication Systems Specialist – Lead and a higher-level facilities maintenance supervisor. It is distinguished from the Transit Electronic Technician classification in that the Transit Electronic Technician is responsible for diagnosing, troubleshooting, and performing repairs on electronic equipment onboard transit vehicles and incumbents within the Transit Radio & Communication Systems Specialist is responsible for diagnosing, troubleshooting, and performing repairs on electronic equipment within transit facilities. The Transit Electronic Communications Technician supports electronic equipment installation within established guidelines and procedures and performs very limited troubleshooting.

**Examples of Duties**

1. Install, maintain, troubleshoot, and repair electronic communication systems including simulcast radio systems, wireless communication equipment, digital trunk systems, digital microwave systems, console electronics, fiber optics, security systems, CCTV systems, base stations, satellite receiver systems, antenna combiners, isolator cavities, transmission lines, and microwave multiplexers.
2. Perform preventive and corrective maintenance on electronic communication systems and associated equipment; calibrate equipment to Federal Communications Commission (FCC) standards and manufacturer’s specifications. Review and provide recommendations on system and equipment specifications as well as construction plans, prints and specifications.
3. Research and track service bulletins and related material to stay abreast of equipment maintenance requirements.
4. Maintain records of preventive maintenance and calibrations, completed repairs, time worked and materials used; enter and extract data using automated systems.
5. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the principles of electrical and electronics theory

Knowledge of the methods and techniques used in the installation of electronic equipment

Knowledge of circuit design and analysis

Knowledge and skilled use of the tools, calibration and diagnostic equipment used in the maintenance and installation of electronic communication and related systems

Knowledge of FCC standards, rules, and regulations

Knowledge of safe moving and lifting practices, occupational hazards, and safety requirements

Skill in verbal and written communication

Skill in basic mathematics

Ability to work in adverse weather events and other emergencies

Ability to work different shifts on weekdays, nights, weekends, and holidays

Ability to work independently and as a team member

Skill in working with a variety of individuals from diverse backgrounds

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Experience in the installation, maintenance, troubleshooting, and repair of fixed and mobile electronic communications equipment, systems, and networks and an Associate's degree in electronics

OR any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Federal Communications Commission (FCC) General Radiotelephone Operator License (GROL)

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

|  |  |
| --- | --- |
| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Transit Radio & Communication Systems Specialist Transit Radio & Communication Systems Specialist - Lead |
| **Class History** | 10/2010 – Updated description; changed title from Radio Equipment Specialist 3/2019 – Updated duties and responsibilities  |