**Class Summary**

The responsibilities of this classification include the installation, maintenance, troubleshooting, and repair of electronic, communication, radio, security, closed-circuit television (CCTV) systems in transit facilities. Incumbents are also responsible for leading the work of Radio & Communication Systems Specialists and Electronic Communications Technicians.

**Distinguishing Characteristics**

This is the second of a two-level Radio & Communication Systems Specialist classification series. It is distinguished from the Transit Electronic Technician – Lead classification in that the Transit Electronic Technician – Lead is responsible for providing lead direction to employees 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**

*In addition to performing the full range of responsibilities of the Transit Radio & Communication Systems Specialist classification, incumbents perform the following:*

1. Coordinate the work of staff engaged in a variety of repair, remodel, and construction projects; assign and monitor work; advise staff when their work is deficient or in violation of established regulations and procedures.
2. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues; recommend corrective actions when necessary.
3. Ensure equipment is maintained and in proper working order.
4. Maintain records of preventive maintenance and calibrations performed, repairs completed, 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

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, and regulations

Skill in planning, assigning, balancing, and checking work

Skill in training and providing technical assistance

Ability to work during adverse weather events and emergencies

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

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**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

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

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 7 |
| **Levels within same series** | Transit Radio & Communications Systems Specialist  Transit Radio & Communications Systems Specialist - Lead |
| **Class History** | 10/2010 – Updated description; changed format  8/2019 – Updated content to reflect changes in Transit Radio & Communication Specialist classification |