



<b>Job Title</b>	<b>Radio Field Engineer</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>15027</b>

**Class Specification – Radio Field Engineer**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide reliability of the Pikes Peak Regional Communications Network, communications engineering, maintenance, and support to CSFD. This is accomplished by responding to customer calls; monitoring system alarms and preventative maintenance; troubleshooting and replacing radio system and network components; sending equipment to repair depots; repairing and replacing broken equipment; ordering new equipment and accessories; managing communications, cell phone inventories, and accounts; and designing, managing, purchasing, and installing Fire Station Alerting projects. Other duties include participating on the Board of Directors of CCNC; and assisting with radio site maintenance.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Provides communication responsibilities for CSFD by analyzing end user equipment problems; troubleshooting and repairing equipment; performing preventative maintenance of radio equipment; working with vendors and customers; performing billing, budgeting, inventory analysis, and support; purchasing parts, replacement, and new equipment; and building templates and programming radios.
35%	Provides PPRCN system support and maintenance by analyzing customer, end user, and system generated alarms; troubleshooting and replacing or repairing components; performing preventative maintenance of system equipment; working with vendors and customers to resolve issues; performing site maintenance inspections, issues, and meetings; climbing towers and maintaining ground crew responsibilities; and participating in local technical meetings and as a part of the CCNC statewide DTR.
15%	Maintains Fire Station Alerting by designing FSA for new stations, remodels and improvements; ordering FSA equipment; installing and programming FSA equipment; and analyzing problems.



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<p><b>Competencies Required:</b></p> <p><b>Human Collaboration Skills:</b> Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p> <p><b>Reading:</b> Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p> <p><b>Math:</b> Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p><b>Writing:</b> Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
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<p><b>Technical Skills Required:</b></p> <p><b>Advanced Skills and Knowledge:</b> Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
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<p><b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p><b>Education:</b> Bachelor’s degree from an accredited college or university with major coursework in radio communications, or a related field.</p> <p><b>Experience:</b> Three years of full-time experience performing radio communications support and maintenance.</p>
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<p><b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.</p> <p>Certifications required in accordance with standards established by departmental policy.</p>	
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**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2015