



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** July 20, 2021

**JOB VACANCY MEMORANDUM NO.** 21-20 EXTENDED

**TITLE:** Communications Specialist I/Radio Installer

**ELEMENT OF ASSIGNMENT:** Communications Support Unit/Logistical Support Division

**PAY RANGE:** 12

**STARTING MONTHLY SALARY:** \$2,600 - \$4,313

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** August 13, 2021

## **REQUIREMENTS:**

**Job Objectives:** (Purpose of the position.)

Basic installation, service, and repair of communications equipment and other electronic devices.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Design brackets for and install radios, sirens, radar and other electronic devices.
2. Pre-fabricate various wiring harnesses and equipment packages for future installation.
3. Remove and reinstall interior vehicle panels, seats, and flooring.
4. Perform public safety and public service electronic equipment installations in new and in-service vehicles.
5. Remove communications and other electrical equipment from destroyed or decommissioned vehicles.
6. Clearly communicate maintenance actions taken in a work order or memorandum.

7. Maintain reliable and predictable attendance. Must have the ability to respond to emergencies on a 24-hour basis, work overtime as needed, work weekends or holidays routinely and perform shift work.
8. Assist in various other projects and assignments as requested.
9. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must:

- possess a high school diploma or equivalent;
- possess knowledge of basic electronics and communication electronics is desirable;
- clearly express themselves in both written and oral formats; and
- must have a current valid driver's license.

**Physical Requirements:** Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) and light lifting (5 to 20 pounds) frequently. Low levels of exposure to hazardous materials and working conditions exist. Most work is performed indoors with occasional jobs outdoors. Must have the ability to work indoors or outdoors in extreme temperature or weather conditions. Will work prolonged periods requiring standing, bending, reaching, kneeling, or lifting. Must have the dexterity to manipulate small parts in awkward positions such as under an automotive dashboard. Candidate must have the ability to distinguish color-coded electronic wiring for connectivity and have the ability to read the fine print on connections and terminals. Must have the ability to hear clearly enough to discern voice transmissions and distinguish signal quality of radio transmissions in a noisy environment.

**Job Location:** (Place where work is performed.)

Location varies by assignment from shop/lab environment to field work.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Stationary shop machinery
- Various hand and power tools
- Basic Test Equipment
- Computer equipment

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Jeff Brame, Technical Systems Manager, Communications Support Unit** by no later than **AUGUST 13, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **AUGUST 13, 2021**.

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

*Captain Marisa Barnes*

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Commander, Employment Unit