NON-SWORN MEMBER VACANCY

DATE:

JOB VACANCY MEMORANDUM NO.

TITLE: Communications Specialist IV/Communications Servicer

ELEMENT OF ASSIGNMENT: Communications Support Unit/Logistsical Support Division

PAY RANGE: 17

STARTING MONTHLY SALARY: $3,842 - $6,711

VACANCY STATUS: Vacant

EXPIRATION DATE:

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

To install, service, and repair communications equipment and other electronic devices. Work with Law Enforcement Officers and Civilian solving problems they may be having with radio or electronic equipment. Work independently with minimal supervision.

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

1. Service and install radios, sirens, radar, mobile computing, video capture, networking, and other electrical equipment in vehicles at various locations.

2. Configure software to ensure proper operation of radios, video capture, mobile data and emergency equipment.

3. Service vehicles that are experiencing electrical and electronic equipment difficulties.

4. Perform component level repair of communications equipment, surveillance equipment, and other electrical equipment for public safety, public service, and other agencies as required.

5. Interpret schematics and update as-built diagrams as needed.

6. Remove communications and other electrical equipment from destroyed or decommissioned vehicles. Recondition equipment for future utilization.

7. Clearly state service required and action taken in a work ticket. Create basic documents in Microsoft Word.

8. Maintain reliable and predictable attendance. Must have the ability to respond to emergencies when on call on a 24-hour basis, work overtime as needed, work weekends or holidays routinely, and perform shift work.

9. Must have the ability to work indoors or outdoors in extreme temperatures or weather conditions.

10. Assist in various other projects and assignments as required.

11. 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 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:

- possess a high school diploma or equivalent, have successfully completed a two-year curriculum in electronics communication or electronics engineering from an accredited program or military school, or have equivalent work experience;
- clearly express themselves in both written and oral formats;
- knowledge of basic electronics and communication electronics is required. At least 2 years of P25 land mobile radio system experience is preferred;
- proficiency with general purpose test equipment including, but not limited to communications service monitor, spectrum analyzer, antenna and cable analyzer, and multi-meter; and
- must have a current valid driver's license.

Physical Requirements: Position requires heavy lifting (over 50 pounds) occasionally, and lifting (up to 50 pounds) frequently. Low levels of exposure to hazardous materials and working conditions exist. Most work is performed indoors with occasional jobs outdoors in all weather conditions. Must have the ability to work in extreme temperatures and all types of 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.)

- Radio and Electronic test equipment
- Stationary shop machinery
- Various hand and power tools
- 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.**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org**.**

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761

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 Edward Lamport
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Commander, Employment Unit