



COUNTY OF EL PASO (CO)
invites applications for the position of:

Radio Systems Specialist

SALARY: \$2,012.31 /BiWeekly

OPENING DATE: 03/12/17

CLOSING DATE: 03/26/17 05:00 PM

DEPARTMENT: Sheriff's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

PAY BAND: 000, Pending

JOB NUMBER: 17104

ESSENTIAL JOB FUNCTIONS:

Serves as primary point of contact related to the functionality, operation and maintenance of radio equipment on the Pikes Peak Regional Communications Network (PPRCN) 800 MHz Trunked Radio System. Oversees the maintenance of department equipment, contracts, and budgets for radio fees and maintenance.

- Prepares and reviews Standard Operating Procedures (SOP) and Policies on the operation, use, and maintenance of radio equipment by designated departments.
- Performs basic maintenance on radio equipment to include antennas and batteries, in both an office and field environment.
- Maintains SmartZone trunked radio system databases as authorized by PPRCN Board and System Manager, under direction of the Sheriff's Office Radio Systems Manager.
- Develops and maintains an equipment tracking and maintenance system for EPSO departmentally issued radios and batteries.
- Develops and maintains a system with the ability to track radio aliases; receives emergency button activations from these radios.
- Develops and maintains budget documentation within Sheriff's Office, County Finance, and Budget Office guidelines.
- Represents El Paso County at PPRCN technical and non-technical meetings. Address public and government organizations regarding operation of the system and users' equipment. Provides training to designated departments on equipment use.
- Acts as a member of the EPSO Emergency Operations Center as a Communications Team Leader. Advises the Incident Commander and/or EOC Director on communications capabilities and directs the use of communications.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required. Associate's degree in Electronics or related field preferred.
- Five (5) years experience with digital radio systems.
- Five (5) years experience with Motorola SmartZone radio system; (10) years experience with similar digital trunked radio systems may substitute.
- Working knowledge of radio frequency propagation, digital radio interference troubleshooting, and digital trunked radio system operations.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Ability to monitor multiple computer systems as well as monitor multiple radio and telephone systems.
- Ability to execute complex oral and written instructions.
- Must be multi-task oriented with the ability to operate telephone and computer systems simultaneously.
- Ability to effectively handle varying degrees of stress in a multitude of emergency situations.
- Ability to use standard office equipment, including computer, telephone, fax machine and copier.
- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass conditional post offer computer voice stress analysis, background investigation, physical examination, drug screen and motor vehicle record check.

LICENSES/CERTIFICATES:

- Must possess and maintain a valid Colorado Driver's License.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**WORK CONDITIONS:**

Work is performed in various areas, including emergency dispatch, Enhanced 911, and communications center environment. Shift work and varying work schedule, to include periods of twenty-four hour on-call status required. On call work includes weekends and holidays. Requires prolonged standing and sitting. Must be able to safely lift and carry up to 75 lbs. Duties may require travel to and work at remote communications sites during hours of darkness, in inclement weather, and working in a high-voltage environment.

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Radio Systems Specialist Supplemental Questionnaire

* 1. Do you have a high school diploma or equivalent?

- Yes No

* 2. How many years of experience do you have with digital radio systems?

- None
 1-2 years
 3-4 years
 5 or more years

* 3. Of the following Microsoft Office products, which do you have a strong proficiency?

- MS Outlook
 MS Word
 MS Excel
 MS PowerPoint

* Required Question