

## **SENIOR COMMUNICATIONS MECHANIC**

**NATURE OF THE WORK:** The work involves responsibility, leading and participating in the install, uninstall, repair, maintenance, purchasing, inventorying and record keeping of various public safety radio related communication systems, radio tower sites and emergency automotive lighting, security and controls for the Office of Sheriff including related work for County 911 communications, fire service, EMS, Highway etc. An employee in this class acts as the lead mechanic in the installation and removal of various automotive related communications and automotive public safety and emergency equipment. In addition the incumbent inspects, inventories, logs and performs preventive maintenance services on radio related equipment and generators at fixed tower sites. The work is performed under the general supervision of the Sheriff with considerable leeway permitted for the exercise of independent judgment in carrying out work assignments. Does related work as required.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Leads in making skilled repairs to related emergency radio, siren and modular controls and lighting requirements for automobiles, trucks, all-terrain vehicles, snowmobile and marine watercraft used in public safety and emergency operations;

Leads in performing installs and uninstalls, adjustments, or skilled repairs to wiring harnesses and cables, mobile laptop installations, mobile printer apparatus, mobile firearm security devices, radar units, cell phones, video cameras, front end push bumpers and other equipment commonly installed on or inside an emergency vehicle to enable it to perform emergency or patrol operations;

Conducts test of specific emergency equipment to determine serviceability, malfunctions and takes appropriate corrective actions;

Plans and oversees a preventive fleet maintenance program for vehicles on a variety of automotive related emergency and radio communications equipment and for generators and required propane fuel at fixed radio tower sites;

Interacts with various county and other municipal departments concerning mobile radio Communications improvements, installs, uninstalls and minor repairs;

Requisitions/orders radio related equipment, supplies, component parts and accessories from approved communication and public safety vendors;

Prepares billing invoices for services rendered for delivery to Sheriffs administration;

Operates a personal computer, understands word processing, internet and e-mail applications;

Operates a fax machine, cellular telephone, pager and two-way radio equipment;

Prepares a variety of records and reports as required by the Sheriff;

Performs related work as required by the Sheriff.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of operational, installation, uninstallations, maintenance and minor repairs of mobile radios and antennas,

Thorough knowledge in the mounting of automotive security equipment, siren controls, mobile computers,

Thorough knowledge in automotive electrical systems and repair methods,

Ability to detect and diagnose mechanical troubles in automotive equipment, especially electrical and airbags as they relate to emergency lighting and special equipment commonly installed on a police vehicle,

Ability to keep specific records and prepare reports related to the work,

Ability to work from printed directions, plans, specification sketches and oral instructions from vendors or practitioners in the emergency radio communications field,

Ability to use and operate motorized tools and machines.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a General Equivalency Diploma and a minimum of 4 years experience in the maintenance and skilled repair of automotive equipment, especially electrical components.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Drivers License is required.