



**SOUTH BAY REGIONAL  
PUBLIC COMMUNICATIONS AUTHORITY**  
4440 West Broadway, Hawthorne, CA 90250  
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[www.rcc911.org](http://www.rcc911.org)

## **Public Safety Communications Specialist I**

**\$5,531.54 - \$7,202.50**

**OPENING DATE:** June 4, 2018

**CLOSING DATE:** July 15, 2018, 5:00 PM

**POSITIONS AVAILABLE:** One.

### **JOB DESCRIPTION:**

Public Safety Specialist I will be required to maintain, install, fabricate, and perform minor repairs on public safety equipment, including mobile communications two-way radios, mobile data computers, and wireless modems. Public Safety Communications Specialist I will be responsible for performing installations, build outs and repairs of public safety emergency vehicles.

### **DEFINED DUTIES:**

- Install, maintain, and repair emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Perform preventive maintenance on safety equipment, two-way radios and antenna systems.
- Maintain equipment, vehicles, and infrastructure at the main facility and other locations.
- Operate testing and measuring equipment, including voltmeters, ohmmeters, watt meters and current meters.
- Maintain databases and logbooks for service, equipment, maintenance, and inventory records.
- Safely operate a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Effectively communicate with other employees and vendors for the purpose of resolving technical problems and meeting timelines.
- Establish and maintain effective working relationships with city officials, employees, the general public and vendors.
- Maintain an organized, clean, and safe work area.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, FCC and Title 13.
- Safety procedures and practices.
- Use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- Layout and install communications and public safety equipment.
- Provide assistance in electrical wiring on specialized installations.

- Express ideas effectively both orally and in writing.
- Understand and apply technical manuals.
- Understand and follow written and verbal instructions.
- Ability to perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Basic computer skills and familiarity with MS Office Suite, including Microsoft Word and Excel.
- Meet established deadlines.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Minimum one year of experience in the installation, maintenance, and repair of public safety equipment. Related education or job experience may be substituted for these requirements. Must possess basic computer skills, communicate effectively orally and in writing and have the ability to analyze problems and offer recommendations and solutions. Candidates must have a valid California driver's license and proof of eligibility to work in the United States.

**SALARY**

	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
	<b><u>Monthly</u></b>	<b><u>Monthly</u></b>	<b><u>Monthly</u></b>
Step A	\$ 5,531.54	\$ 5,725.14	\$5,925.52
Step B	\$ 5,808.11	\$ 6,011.39	\$6,221.79
Step C	\$ 6,098.52	\$ 6,311.97	\$6,532.89
Step D	\$ 6,403.44	\$ 6,627.56	\$6,859.52
Step E	\$ 6,723.61	\$ 6,958.94	\$7,202.50

**LICENSE AND CERTIFICATION**

Must possess a valid California driver's license at the time of appointment.

**PHYSICAL REQUIREMENTS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.

**ADDITIONAL REQUIREMENTS:**

Every offer of employment is contingent upon the successful completion of a background review, including employment history. Prior to placement in the position, a candidate must complete with acceptable results a polygraph examination, a psychological examination and medical examination (includes alcohol/drug screening) to determine if the individual meets the physical and psychological requirements to perform the essential functions of the position.

During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

**PROBATIONARY PERIOD:**

One year (12 month) probationary period shall be served.