

CLASS SPECIFICATION FOR
Radio Repair Technician I

GENERAL STATEMENT OF DUTIES: Services and repairs a variety of fixed and mobile communication equipment in County vehicles; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Maintains and repairs fixed and mobile communication equipment, including digital logic, microprocessor equipment and integrated circuits. Service and maintenance is provided for equipment used in the computer-aided dispatch system and for fixed, mobile, and portable radios utilized by Public Safety and General Government employees. Work is performed under the general supervision of the Radio Repair Technician II, Radio Repair Technician III, and/or Communications Maintenance Supervisor.

EXAMPLES OF WORK (illustrative only):

- Repairs and maintains portable and mobile communication equipment;
- Assist with installation of communication equipment;
- Assists in maintaining all communication system either fixed or portable equipment;
- Assists with bench repairs;
- Assists in repairing and maintaining radio consoles, voters and all related equipment, including telephone circuits;
- Assists in the performance of on-site maintenance to equipment located throughout the County;
- May keep records and prepare reports of activities;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the maintenance and repair of complex radio and related equipment; skill in diagnosing and repairing radio and related equipment; ability to learn digital logic and microprocessor equipment and integrated circuit repair; ability to operate radio test equipment; ability to maintain and repair fixed portable and mobile radio equipment; ability to install radio and related equipment; ability to keep records and make reports.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school or trade school, or possession of G.E.D., and two (2) years of radio repair experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.