

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL
SERVICE EXAMINATION FOR:
RADIO OFFICER**

Applications must be filed on or before 4:30 PM, June 29, 2018 in the Office of the Personnel Director, Room 107, Cranston City Hall, 869 Park Avenue, Cranston, RI, 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: www.cranstonri.com. Time and location of the examination to be announced.

Salary Range: Minimum: \$44,116.80

Maximum: \$54,199.60

Distinguishing Characteristics of Class

Work involves responsibility for the servicing and maintenance of all radio and electronic communications systems in the municipality, including those of fire and police departments, public works, public buildings and civil defense.

Illustrative Examples of Work

- Maintains and repairs all radio communications system within the municipality
- Maintains and repairs all civil defense communications equipment including radio control units used in the civil defense attack warning system
- Removes and installs radio transmitting and receiving equipment in automotive units
- Supervises repairs and maintenance of base station radio antennas and masts
 - Prepares plans and specifications of required radio equipment
- Measures frequency of radio transmitting stations to ensure compliance with FCC requirements
- Performs all tasks related to preventative maintenance of communication devices
- Repairs and rewires emergency lighting system
- Diagnoses and repairs electrical components
- Disassembles components and inspects parts for wear
- Operates and repairs law enforcement support equipment including but not limited to telephones, computers, console radios, mobile radios, portable radios, audible warning systems, emergency lighting systems, cameras and mobile unit equipment
- Programming of Motorola subscriber units including, but not limited to mobiles/portables, base stations etc.
- Maintains and installs equipment related to the MOBILE DATA TERMINAL PROJECT by outfitting police vehicles with on-board computers
- Troubleshoots and repairs a wide variety of computer aided telecommunications devices such as radio dispatch consoles, records

management consoles, SCADA systems, telemetry and GPS systems by using diagnostic software for localizing equipment and system problems, specialized testing equipment such as DS1, DS3, and SONET impairment test sets, digital oscilloscopes, Radio Service Monitors, digital multimeters, frequency counters and power meters.

- Configures equipment and system operating parameters through use of mobile radio system software, LAN/WAN service software, telephone (including VOIP) and modem service software.
- Troubleshoots and repairs conventional and trunked central and remote radio, microwave and control terminals and related devices such as antennas by use of specialized soldering equipment used in surface mounted devices and physical repair of failed equipment retrieved from field installation.
- Consults with department representatives, service providers and vendors, other radio staff, cable splicers or other technical staff as needed in resolving communication system problems.
- Assists in coordinating, inspecting, scheduling all repair and contracted work relating to Communication/Information Technology/Security equipment.
- Installs, repairs and maintains various types of equipment and systems in a variety of platforms, including vehicles, radio towers, new and existing structures.
- Prepares and maintains records and reports related to assigned activities including records of repairs requisitions, and services for managed systems.
- Operates a variety of equipment related to assigned activities including various hand and power tools, a computer and assigned software; maintains equipment in clean and working condition; maintains inventory of materials needed to perform related tasks.
- Provides assistance as required in a variety of maintenance work throughout the city involving manual labor and semi-skilled and skilled tasks as assigned by the position.
- Assists in review of new construction and site improvement plans and drawings, offer recommendations and specifications on all trade related systems.
- Maintains work site in a clean and orderly condition, protects occupants from work site hazards.
- Provides direct labor as required in the event of emergency situations.
- Assist in the maintenance, networking and programming of access control system.
- Performs related work as required

Preference:

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans' Administration. The DD 214 and proof of disability classification must be submitted at the time of the written examination.

Veterans' dates for active duty war veterans are as follows:

December 7, 1941 - December 31, 1946

June 27, 1950 - January 31, 1955

July 1, 1958 - January 1, 1959

August 5, 1964 - May 7, 1975

August 20, 1982 - December 31, 1987

December 20, 1989 - January 31, 1990

August 2, 1990 - May 1, 1994

September 18, 2001 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

October 16, 2002 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

Examination:

An oral examination shall be administered by an outside panel of experts in radio and electronic communications systems. The weight of this examination shall be 100% and the minimum passing grade shall be 70%.

Required Knowledge, Skills and Abilities

- Knowledge of the Federal Communications Commission Rules and Regulations pertinent to the public safety services
- Knowledge of current improvements and developments in radio communications systems
- Knowledge of the methods, tools equipment and materials used in radio testing, construction, repair and maintenance
- Skill in the use and care of the tools and equipment used in the work
- Possession of a FCC First Class or Second Class or General Class Radio Telephone Operators License or APCO Institute Certification
- Knowledge of personal computers with WINDOWS operating systems and application programs including WORD and EXCEL and IMC software
- Familiarity with Category 5/6 premise wiring techniques, Ethernet switches, RJ-45 connectors and other applicable equipment
- Research, implementation, and maintenance of new and emerging technology

Desirable Experience and Training

- Associate's Degree in a computer related field / computer science/engineering
 - Two (2) years' experience.