



ALACHUA COUNTY

Radio System Manager

Class Code:

Bargaining Unit: Fire Operations –
Non-Bargaining

DRAFT

SALARY RANGE

CLASS CONCEPT:

This is a responsible management, professional, technical, and administrative work position managing all aspects of the Alachua County Intergovernmental Radio Communications System.

The radio system provides integrated radio communications for most public safety agencies throughout Alachua County, including several municipalities within the County. The system also provides radio communications for many of the Administrative Departments within the County and Constitutional Officers, as well as other State and Federal Agencies.

This is an emergency essential classification. Upon declaration of a disaster and/or emergency, all employees in this classification are required to work.

Work is performed under the direction of a higher level supervisor and is reviewed through conferences, reports, and observation of results obtained.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS

Exudes a positive customer service focus.

Advocates building organizational culture through aligning decisions with core values including: integrity, honesty, respect, diversity, innovation, accountability and communication.

Directs and manages the 800 MHz Intergovernmental Radio Communications System. Serves as the primary point of contact for the system to include any public safety paging system equipment and services.

Performs a variety of tasks necessary to ensure the 24/7 operations of the system which may include through various means the locating, diagnosing, and correction of malfunctions occurring in radio base stations, repeaters, microwaves, etc., necessary in operating the system.

Prepares scope of work, requests, for proposal, etc., for the purchase of radio system equipment, maintenance and repair of equipment and for other services required to provide reliable radio services. Prepares contract review documentation and supervises the day to day execution of these contracts.

Schedules, assigns, reviews, and evaluates the work of assigned staff. Coordinates and communicates with employees assigned by their respective agency to communications.

Remains abreast of evolving communications system technologies.

Maintains adequate supplies of user equipment and accessories to include but not limited to microphones, antennae, batteries, and carrying cases.

Develops short and long term plans and strategies for communications requirements for Alachua County, which includes preparations of annual operating and capital improvement budget, the

preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts.

Schedules, assigns, reviews, and evaluates the work of assigned staff. Coordinates and communicates with employees assigned by their respective agency to communications.

Develops short and long term plans and strategies for communications requirements for Alachua County, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts.

Develops plans and strategies for maintenance and upgrades of the 800MHz radio system potentially involving a number of phases and interrelated contracts spanning several years.

May administer the application of any funding mechanisms applicable to the 800MHz radio system.

Reviews all purchases of radio equipment by county administrative departments. Coordinates with all users the purchasing of equipment to ensure compatibility and effectiveness.

Prepares and submits grant requests for emergency radio equipment to support the system or for disaster preparedness.

Coordinates user group committee assigned for the purpose of 800MHz system management, scheduling and conducting meetings and ensuring stakeholder participation.

Drives a County and/or personal vehicle to perform duties as required.

Performs the duties listed, as well as those assigned, with professionalism and a sense of urgency.

NOTE: These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of radio systems including conventional, trunked, simulcast, and microwave. The principles of analog and digital electronics and microprocessor technology, as they apply to radio communications systems.

Working knowledge of radio communications industry standards, trends in technology, technical specifications and practices.

Knowledge of local, state, and federal rules, regulations, and standards pertaining to radio communications installation and operation, licensing and construction of radio sites and towers.

Ability to communicate effectively orally and in writing.

Knowledge of County geography.

Ability to keep records and prepare reports.

Ability to establish and maintain effective working relationships with County employees, citizens, and outside agencies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch or crawl; use hands to finger, handle or feel; reach with hands and arms; taste or smell.

The employee must frequently lift and/or move up to 10 pounds; occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and is occasionally exposed to wet, humid conditions (non-weather); fumes or airborne particles; toxic or caustic chemicals; extreme cold and heat (non-weather); risk of electrical shock; radiation, and vibration.

The noise level in the work environment is usually loud.

MINIMUM QUALIFICATIONS:

Seven (7) years of progressive management experience which includes five (5) years of responsibility as related to trunk radio system planning, development, implementation, and operation; or an equivalent combination of education, training, and/or experience.

Previous progressive responsibility and/or management experience in the communications maintenance field and experience in project management and record keeping functions required.

Familiarity with radio site management

Strong computer skills using applicable software related to communications engineering and technical system programming.

SUPPLEMENTAL INFORMATION: