

NOTICE OF ANTICIPATED JOB VACANCY

TITLE: Senior Communications Technician

DEPARTMENT: Public Safety/Police

PAY RANGE: Grade 6 \$64,785/yr to \$76,790/yr. (\$33.3255 to \$39.5009/hr)
(With longevity increments when applicable)

DISTINGUISHING FEATURES OF THE CLASS: This is important technical and supervisory work involving supervision of the operations and maintenance of all City radio and electronic systems. The work involves the supervision of receiving and transmitting Police messages by radio, telephone and teletype systems, the operation of other City communications systems, the supervision of repair and maintenance of all radio, television and sound systems and other electronic equipment used by the City of Niagara Falls. General supervision is received from the Superintendent of Police or his designee. The Senior Communications Technician performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and conducts the installation and maintenance of radios in all City vehicles and base station locations;
Supervises and assists in the receiving and transmitting of Police, Fire and other messages by radio, telephone and teletype.
Supervises and assists others in the use of electronic equipment;
Maintaining of logs and records, and written documents required by the Federal Communications Commission;
Supervises and assists with the construction of specialized equipment;
Prepares a daily work schedule and maintains personnel records for all communication personnel, including the communication technician, dispatchers, and crime report technicians.
Submits requests to police administrations for the purchases of radio, TV and other electronic equipment;
Prepares specifications for radios and other electronic equipment;
Plans communication systems;
Oversees outsourced contracted communications work;
Oversees operation of city security systems and troubleshoots and makes repairs as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation and repair of radio, telephone, computer, security systems, and TV equipment; thorough knowledge of business and supervisory practices governing the operation of a radio station; thorough knowledge of FCC rules and regulations governing Public Safety systems; ability to operate and make repairs to radio, TV and sound equipment; ability to make radio broadcasts in clear, concise English; mental alertness and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have served continuously on a permanent basis for at least two (2) years as a Communications Technician immediately preceding the date of the written test.

OPEN-COMPETITIVE:

Candidates must possess a General Class Radio-Telephone Operator license issued by the Federal Communications Commission or equivalent licenses issued by APCO or NABR, and, in addition, must meet the following requirement:

(A) Graduation from high school or possession of a high school equivalency diploma and five (5) years' experience in the repair and maintenance of radio receivers and transmitters, TV and sound equipment pertaining to Police-related operations.

NOTE: Additional education or training beyond high school in the field of electronics and radio systems repair and installation may be substituted for experience on a year-for-year basis up to two (2) years only.

SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 17
Karen.bush@niagarafallsny.gov

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS FROM SEPTEMBER 16, 2021-
SEPTEMBER 30, 2021**