

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS1403153
POSITION NO: 242179
CLASS CODE: 4030
POSITION TITLE: Radio Technician

Date Posted: 05/23/11
Closing Date: OUF

DEPARTMENT NAME: DGS/Navajo Nation Telecommunication & Utilities (NNTU)
DEPARTMENT NO: 140 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: Mon - Fri POSITION TYPE: Permanent: GRADE: R60A
Days: 8am - 5pm Temporary: SALARY: \$ 26,956.80 Per Annum
Hours: 8am - 5pm Part-Time: Duration: 40 No. of Hrs/Wk: \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Installs, tests, modifies, repairs and maintains communication equipment for radio transmitters, receivers and other communication equipment in vehicles and permanent locations in accordance with Federal Communications Commission (FCC) rules and regulations; ensures licensure, frequency coordination, reporting and records maintenance are in compliance with FCC rules and regulations; adjusts, repairs or replaces system components, including programming and reprogramming software; maintains all circuits, hardware and related equipment and facilities to optimum performance; provides technical expertise in the consideration of equipment and system needs and concerns; prepares equipment specifications for review/approval and subsequent purchase; maintains inventory of equipment and parts, equipment operating and maintenance manuals and equipment history records; monitors radio messages between stations or vehicles to ascertain the efficiency and clarity of messages; maintains antenna systems and antenna supports. Designs and constructs new radio equipment in accordance with specified requirements including modification for desired use; collects, inputs and utilizes data within the communications database systems; prepares records, reports and correspondence as required; works with outside entities and facilities; works with other entities, agencies and organizations in performing duties; takes field strength measurements to determine operational coverage of transmitters and takes periodic frequency, power input and modulation measurement of transmitters; keeps abreast of new communication technology and provides recommendations for improved communication; instructs and informs departmental personnel on the proper use, care and operation of radio communication in accordance with FCC rules and regulations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and completion of a two-year program in Electronic Technology; and two (2) years of experience in radio hardware and software installation and maintenance; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education, training, and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires continuous use of radio equipment, lifting and carrying radio antennas and equipment weighing up to 20lbs.; requires climbing heights of 176 feet above base.

Special Knowledge, Skills and Abilities:

- Knowledge of current applicable Federal Communications Commission (FCC) rules and regulations.
- Knowledge of radio communications systems and terminology.
- Knowledge of basic principles and practices of radio communication hardware and software operations.
- Knowledge of basic methods and techniques of determining radio hardware and software problems.
- Knowledge of the tools and equipment used to test and calibrate electronic equipment.
- Knowledge of methods and techniques of radio communication.
- Knowledge of inventory control.
- Skill in troubleshooting various radio communication problems.
- Skill in understanding and following oral and written instructions.
- Skill in communicating clearly and concisely, both orally and in writing.
- Skill in establishing and maintaining effective working relationships.
- Ability to write reports and routine correspondence, complete and maintain records.
- Must have own tools.

Special Requirements: Must possess a valid state drivers license and must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment and must possess a valid FCC Commercial Radio Operator's License.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99