

CITY OF HAMILTON

COPORATE SERVICES DEPARTMENT (INFRASTRUCTURE & OPERATIONS SECTION – LOCATION – 330 WENTWORTH STREET NORTH)

RADIO TECHNICIAN- CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Infrastructure & Operations, the Radio Technician will work under the direction of the RF System Specialist and assists with maintenance of the Corporate Trunk Radio System, VHF Alphanumeric Paging Infrastructure and various Dispatch / Communication Centre Systems. In addition, the Radio Technician assists with delivery of user training programs, conducts hardware removals / installations and maintains radio asset records as required.

GENERAL DUTIES

Assists with maintenance of, and appropriate repairs to various radio systems operated by the City which are not covered by a maintenance contract and ensures equipment is maintained in optimal working order.

Performs vehicular installations of mobile subscriber equipment, not covered by implementation and/or maintenance contract safeguarding the integrity of electrical loads and vehicular safety systems.

Configures, troubleshoots and performs maintenance as required on various subscriber equipment used throughout the City's various radio systems, if not covered by maintenance contract.

Instructs new radio users on proper use of the radio system(s), and provides on-going training to existing users as required.

Establishes and maintains asset record and repair logs for all subscriber equipment including turn around times for both contract and non-contract repairs.

Performs regular checks on infrastructure equipment and takes remedial action when deemed necessary.

Records chargeable time and materials for repairs, parts and special installation services as appropriate.

Maintains shop supplies and inventory ensuring satisfactory levels are available on a consistent basis.

Maintains service vehicle supplies ensuring satisfactory levels area available to support day-to-day activities.

As directed program radio units and maintaining interactive spreadsheet of user information such as serial numbers, electronic identification numbers, programming attributes ownership and disposition of each unit.

Conducts site inspections as assigned by RF System Specialist and note physical condition of infrastructure, including site, shelter, fencing, landscaping, heating and cooling equipment, electrical generating equipment, radio towers, antennae, transmission lines systems and all communication systems equipment. Diagnoses emerging problems, notes conditions in site log book and reviews findings with RF System Specialist.

Performs other duties as assigned which relate to the operation of Corporate Radio Shop and support of various corporate radio systems maintained by the Corporate Radio Shop.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate

and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Community College Diploma in Electronics Engineering Technology – Technician Program or higher.
2. Competence in troubleshooting and repairing electronic equipment, specifically in the area of trunked radio communication systems.
3. Ability to program microprocessor-controlled radio equipment.
4. Excellent working knowledge with PC's including word processing, terminal software, radio programming software and database programs.
5. Basic knowledge of IP data networks and windows operating systems
6. Must possess valid Class "G" Drivers Licence as successful candidate must be able to operate service van in order to conduct subscriber gear installations, troubleshoot and perform maintenance tasks at various sites throughout the city. In addition must be able to work outside of normal business hours for the purpose of assisting with restoration of critical radio services, as required.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.