

Draft Job Specifications:

CalVans Communications Technician Position

SALARY RANGE

\$13.16 - \$16.05 Hourly
\$1,052.80 - \$1,281.00 Biweekly
\$2,281.07 - \$2,782.00 Monthly
\$27,372.80 - \$33,384.00 Annually

DEFINITION:

Under general direction to coordinate, repair, install, program, diagnose and trouble shoot specialized complex and technologies, systems and equipment for CalVans GPS based communication system linking all vehicles to web-based system used to locate and update al vehicles.; and to manage and monitor the California Vanpools Authority Global Positioning System (GPS).

DISTINGUISHING CHARACTERISTICS:

The Communications Technician Position is a single position classification utilized in the California Vanpools Authority to provide technical and equipment related to the installation and maintenance of interoperability communications and functionality. The incumbent coordinates and manages the installation and maintenance of all CalVans GPS equipment and is responsible to coordinate with the equipment provider to insure the equipment is programed to function successfully with the system as a whole. The incumbent reports to the Transit Aide Supervisor.

Incumbent contributes to the department by providing equipment programing support and performing system analysis of fleet vehicles as needed, making recommendations on the correct method of repair where warranted. Incumbents perform system implementation and modifications and require a moderate degree of independent judgement and decision making.

EXAMPLES OF DUTIES:

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the Agency to be appropriate under applicable law.

Repairs, tests, installs, programs preventative maintenance on GPS communications infrastructure, subscriber equipment and related programing systems and applications; preforms equipment checks both at the office and in remote locations; ships non repairable equipment to the appropriate user; makes recommendation on equipment needed to install, maintain and repair existing communications system; travel as need to outlying CalVans office as need to repair and install radio systems; travel may involve overnight stays for multiple days; performs field surveys to determine coverage and effectiveness; monitor GPS equipment; performs specialized tasks as sponsored service training programs and keep current of changes and trends in GPS equipment repairs; assist and provides information for communications related projects to Administration a department heads as needed; other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, skills and ability is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

EDUCATION: Equivalent to completion of twelfth grade, preferably supplemented by technical instruction in electronic communications system installation and maintenance.

EXPERIENCE: Six (6) months experience in the installation, operations and maintenance of vehicle installed GPS equipment.

KNOWLEDGE OF: Principles, methods, materials and equipment used in the installation, maintenance and operation of GPS communications device programming, structure; variety of advisory data and information such as billing statements, invoices, activity reports, equipment specification, purchase requisitions, computer software operating manuals, equipment repair manuals, general math; safety practices to be observed when repairing electrical and electronic equipment.

ABILITY TO: Read schematic diagrams, perform skilled shop and field work in the maintenance and repair of GPS equipment; install test and service mobile GPS equipment, test, diagnose problems, adjust and make repairs to equipment; keep records and prepare reports as required; inventory and monitoring; understand and carry out oral and written directions; travel within and outside of the areas served by the agency; follow safe work practices as directed and trained, including consistent and proper usage of personal protective equipment; physically able to lift 50 pounds; establish and maintain cooperative work relationship with managers, supervisors, co-workers. Other agency employees, and others contacted in the working environment.

WORK ENVIRONMENT: Use routine or standard office equipment with controlled lighting and temperature; work in an outdoors environment under varying climate conditions and terrain; work in an area that may not have heating or air conditioning throughout a normal work day.

SUPPLEMENTAL INFORMATION:

Overtime Status; Non-exempt
Medical Group; B-1
Probationary Period; 6 months

Update drivers and vehicles in the GPS system as needed. Maintains record of all repairs and maintenance performed, as well as any units returned to the supplier. Run and program system reports as needed. Perform checks on the system to make sure data is being reported and recorded correctly.