

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: TELECOMMUNICATIONS SPECIALIST II

Posting# 3892-0117jhm

May Underfill as Telecommunications Specialist I - #3891

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 41 \$23.98 per hour \$1,918 Bi Weekly

#3891 - Step 36 \$21.34 per hour \$1,707 Bi Weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 23, 2017

CLOSING DATE: Open Until Filled

***All applications received by February 6, 2017** will be screened by the Human Resource Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates as needed until the

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Installs, maintains, updates, and repairs Utah County's radio, telephone, and other telecommunications systems. Incumbents are assigned a primary focus of either telephone systems or radio systems but provide cross-disciplinary support for all telecommunications systems.

DUTIES INCLUDE: *Telecommunications Specialist II:* works under general supervision of the Division Manager-Telecommunications in performing technical work of considerable difficulty. Work involves some independent judgement. Incumbents have additional experience, education, or training qualifying them for this full performance level of the series. Performs system design and modification of existing equipment to accommodate system requirements and maintain system compatibilities. Performs preventive maintenance and repairs of equipment. Maintains, upgrades, and repairs communications systems including interfaces to outside public safety organizations and troubleshooting connectivity and performance issues involving equipment not owned by the County. Climbs communications structures (towers, poles, etc) to install, repair, and maintain antennas, microwave dishes, and other equipment. Performs bench repair of telephone equipment and mobile and portable two-way radios. Cleans, maintains, inventories, and stores assigned tools and test equipment. Maintains equipment and parts inventories. Assists with installation, maintenance, and repair of other County telecommunications systems. Assists with installation of aerial, underground, and in-building telecommunications cabling and associated conduits. Maintains work documents and various records and reports including records used by outside agencies. Responds to emergency situations on an on-call basis as assigned.

Telephone Systems:

Performs day-to-day management and administration of Avaya PBX telephone systems.

Installs and programs Avaya telephone switches, voice terminals and related voice-mail systems. Repairs, upgrades, and maintains telephone systems. Repairs, upgrades, and maintains CISCO SONET systems.

Radio Systems:

Installs, maintains, and troubleshoots base station radios, repeaters, microwave systems, complex antenna systems, and control consoles including maintenance checks required by FCC rules.

Programs synthesized mobile and portable radios.

Maintains and troubleshoots equipment associated with County vehicles including two-way radios, video systems, sirens, and lights. Assists with installation of this equipment as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:***Telecommunications Specialist II:***

Basic Knowledge of: radio or telephone systems; telecommunications equipment, design, structure, and function; pertinent FCC rules and regulations.

Basic Skill in: soldering and component repair; the operation of specialized testing equipment; mechanical practices.

Working Skill in: reading writing, and basic math.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities.

Working Knowledge of: radio or telephone systems; telecommunications equipment, design, structure, and function; pertinent FCC rules and regulations.

Working Skill in: the operation of specialized testing equipment associated with radio or telephone systems.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

REQUIREMENTS FOR EMPLOYMENT: *Telecommunications Specialist II:* Associate degree in Electronics or a related field and five years of radio or telephone system installation and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

LICENSURE/CERTIFICATIONS: *Telecommunications Specialist II:* Incumbents must possess or obtain a valid license or certification applicable to either radio systems or telephone systems from one the following entities: FCC; ETA; Avaya; Motorola; CISCO, Harris.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.