

RADIO COMMUNICATIONS SPECIALIST

PURPOSE AND NATURE OF WORK

The position in this class is responsible for the programming, testing, and maintenance of two-way radio communication devices for the parish of Lafayette and other local agencies, as well as serves as the primary point of contact between LCG and such agencies to ensure open communication channels. Coordinates with State Police to manage call groups, and is responsible for FCC license renewals. Reports to the Chief Information Officer and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Programs two-way radio communication devices, including in-car radios, for use of Lafayette Consolidated Government departments, the Fire Department, the Police Department, City Marshals, local emergency agencies, and local municipalities including Broussard and Duson.

Manages relationships with various local agencies to ensure that communication channels remain open, resolving issues as they arise. Performs radio checks, including ensuring coverage and resolving rogue device activity. Ensures proper security keys are maintained.

Troubleshoots issues with devices. When necessary, escalates hardware repair issues to contractor.

In coordination with Louisiana State Police, assigns and maintains call groups for interagency communication regarding large-scale incidents and interjurisdiction concern. Requests additional talk groups as needed. Files FCC license renewals, including maintaining and submitting data as required, such as data on conformance to frequency band planning and lack of spurious emissions.

Ensures appropriate testing, emergency preparedness, and training of users, including performing generator testing, hosting radio checks with fellow agencies, and overseeing the maintenance contract for tower system.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of two-way radio communication devices and related systems, including their programming and maintenance
- Knowledge of process to establish and maintain talk groups for interagency communication
- Knowledge of FCC license renewal process
- Ability to analyze, identify, and resolve problems related to two-way radio communication devices
- Ability to train users in use of two-way radio communication devices
- Ability to establish and maintain effective working relationships with other personnel, elected officials, and local and state agencies.

DESIRABLE TRAINING AND EXPERIENCE

Experience in radio communication process and usage; Must begin radio certification training within 6 months of appointment.

NECESSARY QUALIFICATIONS

Possession of a valid Louisiana driver's license at time of appointment.