



Title: Lead Radio Engineer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from IT Director.

This classification performs lead functions over Radio Engineers.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** TOC-D Certification within 6 months hire. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience functioning as a lead worker.
- Associates degree in IT or related field.

JOB SUMMARY

The purpose of this position is to provide technical advice and act as a lead to System Engineers. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, and assisting staff with complicated and difficult assignments



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Maintains the City's police, fire, and general governmental radio systems. Ensures compliance with industry standards and FCC rules and regulations; performs maintenance in-house or outsources to vendor; purchases maintenance parts and supplies; keeps maintenance schedules and required frequency of maintenance, required firmware, and software updates.
2	Represents the City within the RWC and other regional wireless communication organizations. Makes operational and governance decisions for the use of the RWC network; develops policies and procedures for regional operability.
3	Manages radio system maintenance contracts and interfaces with City of Phoenix and vendors for system maintenance. Evaluates and purchases radio maintenance from vendors; assists Phoenix technicians in the maintenance of radio sites; prepares impact assessments for radio system upgrades and maintenance; monitors vendors for compliance to contract provisions.
4	Oversees the purchase of radio communications equipment. Evaluates and recommends equipment purchases; reviews charges from RWC for operations and maintenance; purchases replacement maintenance parts and equipment.
5	Reviews and updates citywide wireless and emergency wireless communications plans. Evaluates plans for completeness and viability; recommends new technologies or procedures.
6	Ensures proper FCC licensing. Determines frequencies used by all City departments; maintains database of licenses and recommends frequencies for departments to use; applies to FCC for new or renewal licenses as needed.
7	Ensures compliance with FCC rules and regulations. Reviews and researches rules to determine applicability; monitors City communications to ensure they comply with the rules and are related to government activities; advises City personnel when questionable communications occur so education and / or disciplinary action may take place to prevent further occurrences.
8	Lead responsibility for Radio Engineers. Provides technical advice to Radio Engineers, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanners, copy / fax machine, and related software, RF service monitor, RF wattmeter, Sitemaster, hand tools .

PROTECTIVE EQUIPMENT REQUIRED: None required.