



## DPS-COMMUNICATIONS SPECIALIST

### Characteristics of Work

This is highly skilled work involving installation and maintenance of radio communications systems and other electronic equipment within the Department of Public Safety. Duties include not only the installation and maintenance of equipment, but also responsibility for planning radio communications systems; planning and implementing systems to provide emergency communications; and administering policies and practices governing communication systems as set forth by the Federal Communications Commission. Employees function as the principal communications officers for the Department of Public Safety and exercises a high independent judgement. Incumbent must possess a thorough working knowledge or radio frequency devices in general, microwave technology, telephone system, electronic countermeasures and other related communications systems. Incumbents must have previous experience in a supervisory capacity. General supervision is received from an administrative superior.

### Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Monitors effectiveness of the agency's communication program and communication devices.

Monitors and reviews work performed by professional consultants to the Communication Section.

Installs and maintains radio communications systems in mobile base stations and repeaters and supervises similar work by subordinate personnel. Determines priorities for installation and maintenance work.

Repairs emergency generators, public address systems, testing equipment, tower lighting control circuits and other related electrical accessory equipment requiring bench work servicing and supervising similar work performed by subordinate personnel.

Maintains liaison with administrative personnel in matters connected with their communications needs, and with the various local, state and federal communications personnel.

Surveys and coordinates the surveying and designation of potential locations for installation of communications equipment.

Compiles and maintains records of installation and repair activity in compliance with Federal Communications Commission and Federal Aviation Administration requirements.

Studies Federal Communications Commission Rules and Regulations and pertinent trade publications for agency application.

Inspects and supervises the inspection of specialized electronic technical aids and electronic countermeasures equipment and performs maintenance upon same to assure compliance with applicable Federal Communications Commission rules and regulations.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university with course work in Electronics, Electrical Communications, Engineering, or Physics, and four (4) years of experience in work involving the maintenance and repair of radio-receiving and transmitting equipment;

OR

Graduation from a standard four-year high school or equivalent (GED) or vocational-technical school, and eight (8) years of experience in work involving the maintenance and repair of radio-receiving and transmitting equipment.

AND

Possession of a Federal Communications Commission General Radio-Telephone Operators License with certification for VHF Marine, VHF Police (Land Mobile).

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

Required Document: Applicant must attach a valid copy of his/her Federal Communications Commission General Radio-Telephone Operators License with certification for VHF Marine, VHF Police (Land Mobile) to operate radio communication systems in the State of Mississippi.

AND

Applicant must attach a copy of his/her transcript or other evidence to verify required course work.