



City of North Charleston Vacancy Notice

Position: Automotive Communications Technician
Department: Police
Pay Grade: 110 (\$48,174 - \$72,261)

GENERAL STATEMENT OF POSITION

Under occasional supervision installs, maintains, and repairs equipment for Police Department emergency vehicles. Reports to the assigned Sergeant of Logistics. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by six to nine months of experience in vehicle maintenance for installation of emergency equipment experience; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work. Experience with federal signals and installing federal signals equipment preferred.

Posted: 09/18/2023

Deadline: Until Filled

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	AUTOMOTIVE COMMUNICATIONS TECHNICIAN		Job Code:	140
Core Comp Group	ADMINISTRATION		FLSA:	Non-Exempt
Pay Grade:	110			
Effective Date	06/21/2019	Revision A: Risk	M. COLE 06/21/2019	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Police		Dept. #	510
Location:	Public Works Complex		EM Status:	
Reports To:	Sergeant of Logistics			

Summary Objective

Under occasional supervision installs, maintains, and repairs equipment for Police Department emergency vehicles. Reports to the assigned Sergeant of Logistics.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Install, maintain and repair equipment such as emergency lights, police radios, computer laptop mount, cages and all other required equipment in police department vehicles.
- Program Police department police radios.in accordance with department procedures.
- Assist the department technology supervisor with body worn camera repairs.
- Refers to policy and procedure manuals, equipment/vehicle maintenance manuals and records, safety manual, schematic drawings for equipment installation, etc.
- Operates a vehicle and general office equipment.
- Uses clerical, cleaning and maintenance supplies
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City employees, co-workers, City garage and outside repair / service persons, and the general public.
- Ensure all vehicles are clean and operational to meet the business needs of the department.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Demonstrates ability to complete assignments, recognizes and is personally accountable in area of responsibility and accountable for all equipment, computers, City vehicles and City property. Reliable for attendance and punctuality for fulling job responsibilities and commitments.
- Excellent communication with others, both orally and in writing, using police technical and nontechnical language.
- Ability to ready schematic drawings for installation of required equipment.
- Ability to analyze information and make written and oral reports concisely, clearly, and effectively.
- Ability to adhere to a high standard of ethical conduct and presents self professionally and positively.
- Ability to grasp issues, solve problems, ask difficult questions, and make sound decisions and judgements for situations. Recognizes and anticipates problems or obstacles; analyzes and

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diagnoses problems to resolve them to minimize negative consequences and obtain a win-win solution to problem areas.

- Ability to work cooperatively and effectively with customers, co-workers and the public, and establish positive working relationships by listening to input and ideas from others. Supports department and team decisions and goals.
- Ability to maintain necessary certifications for the position and take the initiative for continuous learning.
- Knowledge of public safety police radio system.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Knowledge of Microsoft Office, Outlook, Word and Excel.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.

Minimum Education and Experience Requirements

- Requires a high school diploma or GED equivalent supplemented by six to nine months of experience in vehicle maintenance for installation of emergency equipment. experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier weight (up to 50 pounds). Some tasks may require work while lying down and in tight spaces inside and around vehicles. Must be able to use hands to handle, manipulate, or feel for objects, tools, or controls, and possess dexterity to grasp, move, or assemble small objects. Specific vision abilities required by this job include close vision, distance visions, ability to adjust focus, and ability to differentiate colors for reading color coded diagrams.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License
- Certification for Motorola Radio Program Installation

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Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.