



City of North Charleston

Vacancy Notice

Position: AUTOMOTIVE COMMUNICATIONS TECHNICIAN

Department: Police

Pay Grade: 110 (\$43,880 - \$65,820)

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.

Posted: 07/21/2021

Deadline: **08/03/2021**

Janie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

City of North Charleston

South Carolina

An Equal Opportunity Employer

Job Title:	AUTOMOTIVE COMMUNICATIONS TECHNICIAN	Job Code:	140
Core Comp Group	Administrative	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

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

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.