

**OKANOGAN COUNTY COMMISSIONERS  
RESOLUTION 19 - 2024**

*A resolution creating an additional radio technician position*

**WHEREAS**, the Chief Deputy of Communications met with the Board of County Commissioners and explained the need for an additional full-time Radio Technician; and

**WHEREAS**, the need for an additional radio technician is driven by the need to engage in preventative radio system maintenance in addition to radio system repair maintenance as well as a need to support public safety agencies contracted for dispatch services with radio technician services; and

**WHEREAS**, the senior radio technician will be subject to 24-hour on-call call-outs therefore it has been determined that this position will be non-union, grade 36, exempt under the FLSA; and

**WHEREAS**, the Senior Radio Technician job description was created in 2007 and has not been updated for current terminology and technologies;

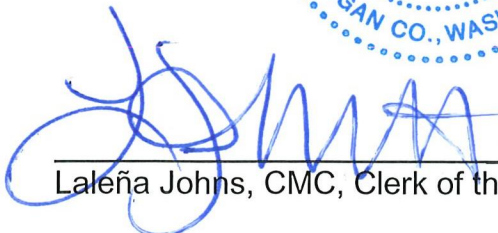
**WHEREAS**, it is the desire of the Board of County Commissioners to support the project to improve public safety radio communications and support the public safety agencies in Okanogan County with radio technician services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that a second Radio Technician position be created and funded from Emergency Communications Fund 161 effective [DATE], 2024 at a grade 36 in the Non-Bargaining pay scale and the updated Senior Radio Technician job description (Attachment A) be adopted.

**DATED** at Okanogan, Washington this 6<sup>th</sup> day of Feb. 2024.



**ATTEST:**

  
\_\_\_\_\_  
Laleña Johns, CMC, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
\_\_\_\_\_  
Jon Neal, Chairman

**ABSENT**

\_\_\_\_\_  
Andy Hover, Member

  
\_\_\_\_\_  
Chris Branch, Member



## POSITION DESCRIPTION

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**TITLE: COMMUNICATIONS TECHNICIAN – Sheriff’s Office**

**Scope Of Responsibility:** This position is responsible for the oversight and maintenance of the Okanogan County communications systems in a state of continual effective operation at a public safety level (5 x 9), including: radio systems, network audio recorders, records management systems, CAD, Mapping, E-911 phone systems, ACCESS, and all other associated communications hardware and software. (Note: this position does not include oversight, maintenance or repair of general computer or network systems, which is overseen and maintained by the county Central Services/IT department).

**Supervisory Responsibility:** This position has no assigned supervisory responsibility.

**Essential Functions:** Under general supervision, has primary responsibility to oversee and maintain the county’s radio communication infrastructure including: Communication Center console furniture, radio console system, radio control stations, and various mountaintop repeaters, and microwave system. Oversees, maintains, and programs the mobiles and portables in the Sheriff’s Office including: the field division, corrections, SAR, NCWTF and assist police, fire, EMS agencies contracted for dispatching services with radio maintenance and radio programming.

### **Specific Duties:**

#### **Field Division, Corrections, SAR, NCWTF**

Maintain field division portables and mobiles including:

- Battery maintenance, conditioning and replacement.
- Programming of radios for new frequencies and any other changes that may occur requiring reprogramming.
- Facilitate agency purchase of replacement parts for agency radio repairs.
- Minor repairs on Sheriff’s Office radios and radios owned by agencies contracted for dispatch services.
- Send radios with more serious problems to dealer and tracking radios until they are back in service.
- Maintain inventory of all radio equipment including list of equipment issued to all personnel.
- Maintain radio troubleshooting and repair capability in the county radio room including test equipment and spare parts.

#### **Maintenance of new and or replacement radios or parts**

- Maintain ongoing inventory of radios and parts to make sure that radios or parts will be available in case of failure, breakage, or loss.



- Provide list of parts needed to Communications Chief and/or order necessary parts and/or radios when authorized in order to maintain a public safety level of service.

### **Oversight of Radio Contractors**

- Establish and maintain good working relationships with any persons or other party that may be used by the county to perform services on county communications equipment.
- Engage contractors to perform installations, repair, and/or maintenance work for the county, including both emergency/non-emergency repairs and regularly scheduled maintenance work.
- Oversee and insure that services performed by contractors are completed in a timely manner, workmanship is proper and billings for services are fair and appropriate

### **Licensing**

- Maintain all county FCC radio licenses including renewals on a timely basis to insure there is no lapse.
- Apply for new FCC frequency licenses as needed.

### **MOU's and Agreements**

- Establish and maintain good working relationships with individuals, agencies, companies, and/or organizations with whom the county has entered into, or potentially will enter into agreements with, for the purpose of using their facilities, property or equipment to provide public safety communications to Okanogan County or sharing frequencies (interoperability).
- Establish and maintain MOU's with same entities as needed to insure the long term provision of communications for the county.

### **Radio Console System**

- Maintain the radio console system including maintenance, repairs and upgrades as needed.
- Perform backups of systems to aid system disaster recovery.
- Troubleshoot and repair problems and, if needed, respond at any time to fix problems.
- Contact and obtain information from radio console technical support.
- Maintain awareness of any technical upgrades and install upgrades on radio console equipment, systems and subsystems.
- Program and reprogram the radio consoles as needed.
- Maintain the radio console equipment and network.

### **Computer Aided Dispatch (CAD) System, E-911 Phone System, Mapping and Access Systems**

- Maintain the County Dispatch CAD system including: maintenance, updates and repairs, as needed.
- Attend training for maintenance of CAD, RMS and related systems.
- Coordinate repairs and maintenance of the 911 phone system.
- Perform regular maintenance and arrange for repairs/updates on recorders, UPS (uninterruptible power supplies) and any other 911 related equipment.

### **Other Systems**

- Assist with the maintenance of the duress alarm system.
- Maintain public safety backup radios to full operational status at all times.
- Maintain county tactical command repeater(s) in full operational status and deploy in field as needed during emergency operations.
- Maintain full functionality of CEMNET systems and verify regular testing and repair as needed.

- Maintain and update the county's interoperable communication plan.
- Educate and facilitate other agencies and organizations in the county so as to promulgate and maintain interoperability between county agencies, first responders, and other outside agencies that may need to communicate with county personnel, either during a planned event or an emergency.

### **Emergency Radio Communications Facility/Staffing**

- Oversee and ensure the readiness of backup dispatch systems, mobile command vehicles and backup dispatch facilities and functionality.

### **Other Job Duties**

- Coordinate with the Central Services Department with the maintenance of all computers in the E-911 Center, Sheriff's Office and Corrections.
- Provide radio communications technical support to county and agency personnel contracted for dispatch services.
- Provide frequency information to other agencies, as needed and authorized.
- Maintain working knowledge in the field of radio communications including: current and upcoming technologies, VOIP, FCC requirements, trends and practices, such that the county will stay abreast of current technologies and practices.
- Maintain working knowledge and readiness to load, tow, unload and operate vehicles including the tracked snow-machine, snowmobiles, atv's and side-by-sides.
- Perform other related duties as assigned.

### **Availability/Response:**

- Must have, or immediately acquire, a private telephone with reception for 24/7 availability to make or coordinate emergency repairs to the communications system.
- The County will provide a full time take home (within county) vehicle as part of this position, due to the 24/7 emergency response requirement, as well as mountaintop/radio site visits, outside training, and other official county business.
- Employee will be expected to report daily commuting trips to county which will be reported to the IRS as taxable income.
- Must be able to respond to the county and/or initiate investigative activities within one (1) hour of callout for emergency repairs and/or technical services.

### **Minimum Qualifications:**

#### **Education/Experience:**

- Minimum two years experience in radio technical work including: theory, programming, troubleshooting and installation.
- Any demonstrated combination of education or experience that provides the necessary knowledge, skills and abilities will be considered.

#### **Licenses, Certificates, and Other Requirements:**

- Obtain and maintain valid Washington State Driver's License and drive on rural 4WD roads to access radio repeater sites.
- Must have satisfactory driving record.
- Must have or be able to obtain First Aid/CPR Certification.



*Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the locations where the incident occurred.*

## **Desired Qualifications:**

### **Education/Experience:**

- A combination of four years demonstrated education and experience in radio technical work including: theory, programming, troubleshooting and installation.
- Working knowledge of multiple radio manufacturers including Kenwood, Tait, Harris and Motorola radios, including repeaters, mobiles, and portables.
- Familiarity with computer based radio programming, networks and VOIP radio theory.

### **Physical Demands and Environment:**

The working environment for Communications Technician is primarily in an office environment with regular work requiring in the field activities at various radio sites and agencies throughout the county.

The office and in the field duties require walking on various types of surfaces, sitting, standing, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 50 pounds; ability to operate a four-wheel drive passenger vehicle, work at heights, alone and in remote areas; exposure to direct sunlight, outside temperature extremes, dampness, ice and snow, and water; exposure to noxious weeds and plants, dust, pollens and insect stings. Must be able to hear normal voice conversations, radio audio transmissions, alarms, and sounds associated with equipment operation and diagnostics; ability to speak in a public setting, have close and far side vision with depth perception. Regular duties will require the ability to see fine details such as printed circuit boards and very small components and hear audio and radio transmissions. Require the wearing of required safety equipment.

**Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Department Head Signature

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Date

Effective Date: 04/17/2008	EEO Code: 3	Department: Sheriff's Office
Dates Amended: 04/17/2008	Union: None	Division: Communications
FLSA Exempt: Yes	Grade: 36	Pos #: DSP024CRT-002