



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Wireless IT Communication Technician	Opening Date: January, 23rd, 2025	Application Deadline: Open until filled	Job #: 250104
Department: Information Technology	Starting Salary: \$31.50 - \$33.50/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position coordinates with the Greater Austin/Travis County Regional Radio System (GATTRS) team regarding radio template programming and compliance with the TXICC and GATRRS Interoperable Plan. Also, oversees radio installs and maintenance on portable and mobile land mobile radio devices and tower infrastructure. Also ensures that vendors with maintenance and service agreements perform work according to contract.

Knowledge, Skills and Abilities: This position requires knowledge of Motorola R56 Standards and compliance, knowledge of microwave radio and fiber optic technology and backhaul as well as FCC rules and licensing procedures for Land Mobile Radio. Must be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and have stress tolerance skills. With the ability interpret and apply federal, state, and local policies, laws and regulations, Interpret, explain and enforce department policies and procedures.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS Job Description

Job Title: Wireless Systems Technician
Department: Office of Information Technology
Reports To: Director of Information Technology
FLSA Status: Non-Exempt

SUMMARY: This position will report to the Director of Information Technology of Bastrop County and Wireless Radio Systems Manager. This position coordinates with the Greater Austin/Travis County Regional Radio System (GATTRS) team regarding radio template programming and compliance with the TXICC and GATRRS Interoperable Plan. Also, oversees radio installs and maintenance on portable and mobile land mobile radio devices and tower infrastructure. Also ensures that vendors with maintenance and service agreements perform work according to contract.

This summary is no way a complete list of responsibilities for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Coordinate external services for tower-related labor or repairs beyond the County's resources and process parts orders for repairs.
2. Perform communications or tower site special projects and update electronic databases for radio identification and permissions.
3. Participate in training on emergency management, medical, radio communications, and workplace safety.
4. Interact with Bastrop County staff, elected officials, and public/private agencies; attend meetings and conferences as directed.
5. Serve as Communications Unit Leader during activations, drills, and incidents, and interface with IT and regional communications professionals.
6. Operate within the County's Incident Command System, filling the Communication Unit Leader role as needed.
7. Provide technical oversight for the County's radio systems, troubleshooting, maintaining, and repairing radios, infrastructure, and site equipment.
8. Maintain cleanliness at radio sites, develop preventative maintenance schedules, and ensure the quality of installs, repairs, and system components.

OTHER FUNCTIONS: Performs other job-related duties as directed.

***NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.*

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics and in emergency situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenues; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports County's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity..

Strategic Thinking - Develops strategies to achieve Departmental and County goals.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment, including during emergency situations; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, monitors, and directs safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction.

Adaptability - Adapts to changes in the work environment; Manages demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have a valid Texas Driver license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee Operation, installation and programming of wireless radio systems and equipment to include VHF, UHF, 800 MHz conventional, and 800 MHz trunked radio systems, and paging systems;
- APCO P25 Public Safety Standards;
- Knowledge of Motorola R56 Standards and compliance;
- Knowledge of microwave radio and fiber optic technology and backhaul;
- Knowledge of FCC rules and licensing procedures for Land Mobile Radio;
- Knowledge of FAA Rules and Regulations as they pertain to wireless communications matters and tower structures;
- Knowledge of government budgetary practices;
- Knowledge of government purchasing laws and practices;
- Broad base knowledge of LTE communications as it relates to FirstNet and Motorola WAVE PTX technology;
- Knowledge of applicable wireless state and federal legislation impacting public safety and public service agencies;
- Methods and techniques of leadership, training, and supervision of staff;
- Emergency planning, health and safety practices, emergency medical protocols and administration;
- Personal Computer skills and software, including Microsoft Office;

- Principles and practices of computer networking as they relate to wireless radio infrastructure;
- Knowledge of Grant application and management;
- Proper English usage, spelling, grammar and punctuation;
- Database information, and manipulation;
- Standard office policies, procedures, and equipment;
- Bastrop County policies and procedures.

Ability to:

- Manage, direct, and coordinate the work of subordinate staff members;
- Lead, organize, train and review the work of staff and others in the area of work assigned;
- Remain calm in an emergency situation;
- Perform multiple tasks simultaneously in a timely manner;
- Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
- Interpret and apply federal, state, and local policies, laws and regulations;
- Interpret, explain and enforce department policies and procedures;
- Communicate clearly and concisely, both verbally and in writing;
- Understand and follow verbal and written instructions;
- Complete routine business correspondence;
- Effectively speak to small audiences to convey information;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional, courteous manner;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Operate equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times.

EDUCATION AND/OR EXPERIENCE: minimum of four (4) years' experience in public safety wireless communication as a Technician or higher. Trained and able to use Motorola CPS and Radio Central.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common medical, public safety, scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or citizens of the county. Ability to make effective and persuasive speeches and presentations on controversial or complex topics. Must be able to publicly present himself/herself in a professional manner.

REASONING ABILITY: Ability to define and to solve practical problems and deal with several abstract and concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EQUIPMENT SKILLS: Personal/laptop computer; public safety radio equipment. Ability to use Radio Programming Software for multiple types and brands of radios. Ability to use Radio Frequency diagnostic equipment including tower site analyzers as well as service monitors. Ability to use a standard RF watt meter also required as well as use of basic hand tools and some battery and corded devices for doing radio and device repair and install.

CERTIFICATES, LICENSES, REGISTRATIONS: ICS - 100, 200, 300, 400 & 700 & 800 at a minimum. Certification as a Communication Unit Leader and Communications Unit Technician is required within 18 months of employment. Certified in radio programming within six (6) months of employment, High School graduation or equivalent and five (5) years of increasingly responsible management experience in the wireless radio communications field.

PHYSICAL DEMANDS: 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.

While performing the duties, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: 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.

While performing the duties of this Job, the employee regularly works in a normal office setting. The employee may also occasionally be required to work in outdoor environments including during inclement weather. Duties will often be performed outside of normal business hours.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. *****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.