

Worcester County Job Opportunities

DEPARTMENT: EMERGENCY SERVICES

JOB TITLE: ELECTRONIC SERVICES INSTALLER

COMPENSATION: GRADE 17/ STEP 1 \$47,507 ANNUALLY/ \$22.84 HOURLY
GRADE 17/ STEP 5 \$52,437 ANNUALLY/ \$25.21 HOURLY

WORK LOCATION: 100 BELT ST. SNOW HILL, MD 21863

WORK SCHEDULE: NORMAL WORK SCHEDULE IS MONDAY TO FRIDAY, 8:00AM TO 4:30PM. ON-CALL 24/7, REQUIRES WORK ON EVENINGS, WEEKENDS, AND HOLIDAYS AS NEEDED.

APPLICATION PERIOD: UNTIL FILLED

MARYLAND STATE RETIREMENT: THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

JOB SUMMARY: This individual is responsible for general installation and repair duties related to electronic communications equipment. Will report to the Deputy Director or Director of Emergency Services.

General Requirements:

- Pre-employment background check
- Safety sensitive requiring Drug and Alcohol testing
- Essential personnel subject to emergency call-back with little or no notice
- May be required to workday or evening shift, or weekends as required.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

Essential Job Duties and Responsibilities:

- Installs communications and other electronic equipment in vehicles and buildings
- Performs basic first level troubleshooting of communications and other electronic equipment
- Performs basic preventative maintenance tasks on vehicles, tools, and equipment
- Performs basic fabrication of metal components to support equipment installation
- Assists with basic programming of subscriber communications equipment
- Performs low voltage wiring and the installation and repair of low voltage appliances
- Performs bonding and grounding including the employment of exothermic welding
- Operates and maintains a variety of hand tools, power tools and test equipment
- Recommends material and supply inventory as required
- Responsible for the completion of documentation related to work performed
- Assists with maintenance of radio system infrastructure
- Supports the Worcester County Land Mobile Radio Support Team and assists with emergency response activities as required and directed
- Wears Personal Protective Equipment as required from time to time
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required by the Director or Deputy Director of the department

Qualifications and Skills:

- Valid driver's license and driving record of less than 4 points (MD)
- Minimum of a high school diploma
- Must be able to read and interpret electrical schematics and perform related troubleshooting
- Must have a basic understanding of automotive and low voltage circuits.
- Experience related to installing 2-way radio equipment, automotive electronics, marine electronics, public safety warning devices, security systems or network infrastructure
- Must be able to work shift work, weekends and holidays
- Employees with this job title are designated as Emergency/Essential and may be required with little or no notice to work
- Obtain EVT Certification for L1 (Law Enforcement Vehicle Installation Technician) within 18 months of employment

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Work environment involves everyday risks typical of such places as communications towers and automotive facilities. Hazards include work at height, inclement weather, and loud noise. Moderately strenuous work requiring frequent standing, bending, and lifting up to 50lbs. Occasional lifting greater than 50lbs. and strenuous activities.