

CLASS TITLE: Fire Communication Specialist

CHARACTERISTICS OF THE CLASS: Under general supervision, oversees the procurement, installation and relocation of the Chicago Fire Department's telephone equipment; and performs related duties as required.

EXAMPLES OF DUTIES: Reviews detailed specifications for new telephone services and work orders for relocation of existing service for appropriateness; posts control ledgers to document telephone equipment requests submitted to the Department of Public Works; maintains control ledgers to reflect service invoices received for payment processing, verifies the accuracy of accounting extensions and prepares purchase orders to initiate the payment process; maintains inventory control records to account for the Department's portable radios and makes arrangements for radio repairs as needed; updates computer programs to track the Department's daily manpower staffing.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in electronics, electrical and telephone systems; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of electronics theory. Considerable knowledge of communications equipment and devices. Considerable knowledge of Federal Communications Commission rules and regulations. Good knowledge of computer programming languages.

Ability to provide direction and technical guidance in the purchase and maintenance of communications equipment. Ability to maintain accurate and detailed work records.

Considerable skill in communicating effectively both orally and in writing. Considerable skill in analyzing and evaluating communications needs.

November, 1988