COMMUNICATIONS TECHNICIAN
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under general direction of the Supervising Communications Technician, participates in field testing, repair, maintenance, and installation of communications, remote control, and electronic equipment and instrumentation associated with the operation, maintenance, and repair of water supply, flood control, hydroelectric, and recreation facilities and their various related components of the Yuba Water Agency’s facilities.

DISTINGUISHING CHARACTERISTICS:
The Communication Technician is a journey-level technical classification. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. The Communications Technician must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, supports a strong safety culture, and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation and hydroelectric generation.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- Participates in the testing, maintenance, repair, and installation of communication system equipment, instrumentation equipment, supervisory, telephone equipment, microwave, radio remote signal and remote-control equipment, frequency control and telemetering equipment and its associated wiring.
- Maintains, calibrates and adjusts instruments and meters.
- Performs maintenance and testing of designated supervisory protective relay equipment.
- Arranges for necessary tools, equipment, suppliers and support services.
- Furnishes necessary instructions and assistance for the successful and timely completion of jobs.
- Responsible for accomplishing all aspects of the assigned work in conformance with personnel and equipment safety standards.
- Prepares reports, keeps records, revises drawings.
- Prepares cost estimates, assists other trades.
- Completes other project-related work, as assigned.
- Keep supervisor informed of work plans and work in progress, in a timely manner.
- Builds and maintains positive working relationships with co-workers, other agency employees and the public using principles of good customer service.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as required.

KNOWLEDGE OF:

- FCC rules and regulations and the ability to maintain equipment within license requirements.
- SCADA systems.
- Principles of and accepted methods of telemetry (radio, microwave, fiber) equipment and sensor installation and calibration.
- Communication protocols (DNP3, SDI-12, Modbus, Hart, etc.)
- Software, including, but not limited to Visio, CAD, Word, Outlook, Excel and PowerPoint.
- Applicable industry best practices such as OSHA, NEC, ISO.
• Principles of writing and technical documentation.
• Basic arithmetic, as it applies to the position.

SKILLED IN:
• Identifying, diagnosing and resolving problems and situations in the workplace.
• Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
• Maintaining accurate records and files.
• Communicating clearly and concisely, both orally and in writing.

ABILITY TO:
• Troubleshoot various business issues.
• Analyze data and apply information to solve problems.
• Maintain complete and accurate records and prepare clear and concise reports.
• Communicate clearly and effectively, both orally and in writing, with an emphasis on team building and interpersonal relationships.
• Use initiative and independent judgment within the appropriate management and supervision guidelines.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Relate professionally and cooperatively with members of the public, agency’s consultants, and agency personnel.
• Read complex drawings and documents and then make sound decisions for the task involved.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The conditions herein 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 job functions.

Environment: Work is performed in both inside and field settings, with some travel from site to site, with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have the dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection, and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.
MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications and match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education/Training:
Graduation from high school or equivalent.

Experience:
Minimum two years of journey level experience or other equivalent training program. Experience in maintenance and repair of equipment and systems, similar to that found in the agency's power project preferred.

License or Certificate:
Completion of an apprenticeship program in technical communication. Possession of, and ability to maintain, an appropriate, valid California Class C Driver License.

SPECIAL REQUIREMENTS:
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

POST-OFFER/PRE-EMPLOYMENT PHYSICAL:
Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.

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