



RADIO PERSONNEL JOB FAMILY

CAREER PATH

Communications Technician Trainee

An employee is accountable for performing all functions associated with communications work in one of the two assigned units below:

Infrastructure Support Unit

An employee in this position is assigned to General Headquarters and domiciled at any of the troop headquarters. An individual in this position learns and receives direction in the fundamentals of proper installation, repair, functionality and maintenance of the Patrol or Missouri Statewide Interoperability Network (MOSWIN) base stations, master sites, dispatch consoles and mobile radio equipment located in the assigned district. Work is performed under the close oversight of a designated supervisor who reviews work both during and upon completion.

User Support Unit

An employee in this position performs skilled work in the installation, removal, and testing of mobile communications equipment at the central radio shop. An individual in this position learns and receives direction in the fundamentals, terminology and procedures that relate to the repair and installation of a variety of mobile and electronic equipment. Work primarily involves the preparation of equipment for installation, assembly of mounting hardware, installing equipment interfaces, and troubleshooting and repair of operational problems that arise. Work is performed under the close oversight of a designated supervisor who reviews work both during and upon completion.

Knowledge, Skills, and Abilities

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of communications, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate successful operation and use of designated communications and radio maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.



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Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and in inclement weather.

Ability to position self and equipment necessary to perform duties.

Ability to read and comprehend written materials, as well as effectively and accurately document information received.

Ability to demonstrate successful performance in researching, gathering, correlating, and analyzing facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance in comprehensive analysis and problem solving, as well as preventative maintenance, of communications and radio equipment.

Ability to demonstrate successful performance in comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.



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Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements

High school diploma or equivalent and must meet the qualifications outlined in Section 43.060 RSMo.

AND

Successful completion of a two-year technical school with an emphasis on electronics, telecommunications, computer technology or network data communications systems OR two years of experience in a position where the primary responsibility is installing and/or repairing electronic equipment or comparable experience.

Must be a United States Citizen, a permanent resident, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Necessary Special Requirements

- ❖ Must be at least twenty-one years of age at the time of employment.
- ❖ Must be a resident of Missouri at the time of appointment and must maintain that resident status.
- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo



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may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Must successfully complete an eighteen-month training period.
- ❖ Documented successful completion of at least 24 hours of state-certified communications continuing education required each three-year counting period in accordance with RSMo 650.340.
- ❖ Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 1

FLSA Status: Non-exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 02/01/2025

Reviewed: 02/01/2025

Revised: --