

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b>
1. RACCTCHE

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>   	<b>8. Department/Agency</b>  TECH, MGMT AND BUDGET - IT
<b>3. Employee Identification Number</b>   	<b>9. Bureau (Institution, Board, or Commission)</b>  Center for Shared Solutions
<b>4. Civil Service Position Code Description</b>  Radio Communications Techncn-E	<b>10. Division</b>  MPSCS
<b>5. Working Title (What the agency calls the position)</b>  Radio Communications Tech 8-E10	<b>11. Section</b>  Support Services North
<b>6. Name and Position Code Description of Direct Supervisor</b>  OLSON, ROBERT B; ELECTRONICS TECHNICIAN SPV-1	<b>12. Unit</b>  Northern Regional Service Center
<b>7. Name and Position Code Description of Second Level Supervisor</b>  BERTRAM, JOSEPH A; DEPARTMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b>  200 Sides Road, Gaylord, MI 49735 / 7:00 a.m. – 3:30 p.m. Monday-Friday

**14. General Summary of Function/Purpose of Position**

This employee is assigned to a departmental radio/communication repair facility. The employee performs a range of radio/communications technician assignments and receives close supervision. The function of this position is to install, repair, program, and perform scheduled maintenance on Integrated in-vehicle equipment to include but not limited to two-way radios, wireless accessories, computers, modems, printers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment operated by the State of Michigan. This position also includes being able to perform repairs and maintenance on critical infrastructure equipment. This equipment includes digital microwave radios, servers, routers, switches, hubs, and other LAN/WAN networking equipment. Position also requires knowledge of computer operating systems such as Unix and Microsoft Windows to provide support for critical system components such as servers.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 40**

**Provide installation, support, and repair for the MPSCS trunked communications network. These devices include trunked radios and associated RF equipment, microwave radios, servers, switches, routers, and the power systems.**

**Individual tasks related to the duty:**

- Responsible for the Installation and maintenance of all infrastructure equipment including radio network, microwave backhaul system, power systems, and monitoring systems at Michigan Public Safety Communications System (MPSCS) locations as required.
- Responsible for making routine inspections of installed equipment to ensure proper operation.
- Responsible for Component repair, update, and/or exchange of installed MPSCS CAD console equipment within the State of Michigan when required.
- Demonstrate an understanding of necessary procedures involved in setting up portable communications facilities or the emergency command vehicle as required by their respective department or agency.
- Installation and maintenance of intercom, public address systems and emergency call boxes at Michigan Public Safety Communications System (MPSCS) customer agency locations as required.
- Support radio and other related communications at covert Michigan State Police and other Public Safety agency sites in support of MPSCS interoperability. Requires discrete and confidential support of MPSCS client locations.
- Maintain accurate equipment inventories on MPSCS Operational Management System (EAM) including adding, deleting, and changing the locations of vehicle equipment.

**Duty 2**

**General Summary:**

**Percentage: 30**

**Component installation, exchange, and repair of radio communications related electronic equipment for State of Michigan MPSCS subscribers in regional area to customer locations. Work to be done in the regional radio repair facility for the assigned area and around the state as required.**

**Individual tasks related to the duty:**

- Install, repair, program, and perform scheduled maintenance on integrated in-vehicle equipment to include but not limited to two-way radios, wireless accessories, computers, modems, printers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment in State of Michigan vehicles and locations.
- Exchange and rejuvenate portable radio batteries using advanced battery charging technology.
- Program State of Michigan MPSCS subscriber equipment to include but not limited to radios, computers, and networking devices.
- Assist other radio technicians with installation of electronic equipment during upgrade projects.
- Responsible for assisting the Lansing Install Shop as needed during high production periods in Integrated In-vehicle equipment installation.
- Maintain customer's integrated in-vehicle spare components, agency integrated in-vehicle equipment inventories, as well as ordering replacement parts through the shop supervisor.

**Duty 3**

**General Summary:**

**Percentage: 15**

**Radio Technician support services**

**Individual tasks related to the duty:**

- Demonstrate the ability to follow instructions as set forth in the installation policy book to ensure proper installation and operation of equipment.
- Furnish vacation relief duty for other region radio technicians anywhere in the state.
- Assist other radio technicians with installation and repair of electronic equipment as required.
- Make repairs on any integrated in-vehicle equipment.
- Maintain radio control consoles for intelligence units, in support of covert locations, and patrol desk radios, and associated equipment.
- Maintain test equipment in good working condition. Maintain a departmental vehicle if assigned.
- Submit reports required by the department: to include but not be limited to attendance and timesheet reports, expense reports, and other technical or non-technical documentation as required.

**Duty 4**

**General Summary:**

**Percentage: 10**

## Continued education and training

### Individual tasks related to the duty:

- Responsible for attending MPSCS or MRSC training activities.
- Responsible for working with direct supervisor to create a learning plan to include in person and online training.
- Will work with peers as assigned for on the job training as well as periodically be sent to other MPSCS locations for training as available.
- Will participate in manufacturer's training in or out of state as available and/or required.

## Duty 5

### General Summary:

Percentage: 5

Performs other duties as assigned by supervisor.

### Individual tasks related to the duty:

- Work under direct and indirect supervision of the supervisor.
- Work under supervision of lead technician during projects.
- Provide other services for MPSCS partners as needed and approved by management.
- May be required to drive a vehicle 10,000 pounds, but not to exceed 26, 000 lbs.

## 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position must follow a schedule as set forth by the shop supervisor and defined by the Office of the MPSCS. To maintain the schedule requires the ability to determine condition of equipment and necessary parts and tools to maintain the schedule. If these priorities are not followed, interoperable communications for State of Michigan clients may be in jeopardy.

## 17. Describe the types of decisions that require the supervisor's review.

The supervisor's review would be required for unusual service problems, policy interpretation and circumstances that impact outside the Radio Shop.

## 18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Radio technicians routinely must lift radios or batteries weighing 50 pounds in and out of vehicles. They must carry test equipment weighing 35 pounds and move batteries and other equipment in excess of 100 pounds with assistance. They encounter high voltages while working on transmitting equipment. This position must be capable of driving vehicles up to two-ton trucks and a different vehicle every day. They must have hearing sufficient to evaluate proper operation of two-way radio equipment and hear commands and warnings while engaged in this work.

## 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

### Additional Subordinates

## 20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	Train employees in the work.

## 22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

**23. What are the essential functions of this position?**

This employee is assigned to a departmental radio/communication repair facility. The employee performs a range of radio/communications technician assignments and receives close supervision. The function of this position is to install, repair, program, and perform scheduled maintenance on Integrated in-vehicle equipment to include but not limited to two-way radios, wireless accessories, computers, modems, printers, docking stations, radars, in-car digital cameras, electronic sirens, scanner receivers, vehicle repeaters and other electronic equipment operated by the State of Michigan. This position also includes being able to perform repairs and maintenance on critical infrastructure equipment. This equipment includes digital microwave radios, servers, routers, switches, hubs, and other LAN/WAN networking equipment. Position also requires knowledge of computer operating systems such as Unix and Microsoft Windows to provide support for critical system components such as servers. This position is subject to on-call and overtime

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Position is being downgraded for recruitment purposes and will function under the direct supervision from the manager. The position will work in a developing/learning capacity assisting lead developers as the position grows into the experienced level. The duties and tasks of this position are consistent with other entry/experience level Radio Communication Technicians throughout DTMB Agency Services.

**25. What is the function of the work area and how does this position fit into that function?**

This unit installs and maintains communications and other electronic equipment for State of Michigan clients. It is responsible for the installation, maintenance, and repair of all MPSCS infrastructure equipment in region including radio system, microwave backhaul, and dispatch consoles. The position repairs, maintains and installs MPSCS and other State department's communications equipment in the assigned district/work area and in the shop for the assigned district/work area

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of an associate's degree in electronic technology.

**EXPERIENCE:**

**Radio Communications Technician 8**

No specific type or amount is required.

**Radio Communications Technician 9**

One year of experience equivalent to a Radio/Communications Technician 8.

**Radio Communications Technician E10**

Two years of experience equivalent to Radio/Communications Technician, including one year equivalent to a Radio/Communications Technician 9.

**Alternate Education and Experience**

**Radio Communications Technician E10**

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles of two-way radio communication.
- Knowledge of two-way radio equipment, components, and systems.
- Knowledge of the principles of microwave radio and multiplex communications systems.
- Knowledge of solid-state electronics, the operational design of circuits, and electronic testing equipment.
- Knowledge of digital technology.
- Knowledge of state and federal two-way radio regulations.
- Knowledge of safety procedures, techniques, and equipment.
- Ability to remove and install two-way radios, sirens, radar units, television sets, telephones, and other equipment.
- Ability to read and use schematic diagrams.
- Ability to apply rules and guidelines to specific situations.
- Ability to interconnect electronic components into a functional system.
- Ability to use electronic testing equipment and hand tools.
- Ability to complete and maintain records and forms.
- Ability to maintain an inventory of equipment and parts.
- Ability to drive vehicles associated with the work.
- Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

Possession of Medical Examiners Certification Required.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Supervisor

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

***I certify that the entries on these pages are accurate and complete.***

SHANITRA FLUELLEN

1/27/2026

Appointing Authority

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Employee

Date