HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Radio Systems Manager

Job Code: W0146
Pay Grade: WQ
Pay Scale: $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
Exempt: No

OVERVIEW

The Radio Systems Manager is a critical position within the General Services and Facilities Operations Division and is responsible for effectively managing the services associated with the countywide two-way radio communications networks which support critical radio communications for all organizational components of the Sheriff's Office. Incumbents must either possess a Federal Communications Commission (FCC) Certified Electronics Technician certificate or have the ability to obtain a FCC General Radiotelephone Operator License within 12 months of employment.

DUTIES AND RESPONSIBILITIES

Duties may vary based on assignment.

- Coordinate and manage multiple projects to fulfill program objectives related to the countywide two-way radio network operations and the supporting sub-system.
- Evaluate existing radio networks and resolve problems encountered during daily operations including the monitoring, evaluation, repairs, and management of multiple wireless radio systems supporting the Sheriff's Office and all public-safety agencies in Hillsborough County.
- Provide analysis, input, selection, design, and implementation of the latest technological radio system solutions where necessary.
- Ensure the installation of two-way radio network equipment, sub-systems, and dispatch consoles; provide weekly and monthly updates on projects and maintain records and reports as required.
- Ensure compliance with Federal Communications Commission (FCC) rules and regulations relating to the safety of personnel and the operation of the countywide radio networks, schedule maintenance and monthly preventative inspections on the status of the radio systems and ancillary sub-systems, and provide records and reports as required.
- Manage and direct the development and oversight of outsourced vendor contracts pertaining to the services, maintenance, inspections, and repairs of the radio infrastructure and ancillary sub-systems of the public-safety radio networks.
- Provide technical guidance, direction, and develop specifications for two-way radio systems, dispatch consoles equipment, and wideband radio networks provided by approved vendors/ contractors.
- Monitor expenditures and may assist in the development of the program budget.
- Ensure proper instructions and training of personnel in methods and procedures, proper use of equipment, and approved safety protocols.
- Represent the agency/department/division at meetings, functions, and events.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Thorough knowledge of the functions, services, activities, requirements, and objectives of the specific project/functional area to which assigned.

- Considerable knowledge of the principles and practices of project management.
- Considerable knowledge of contract documents and specifications.
- Working knowledge of public-safety wireless communications radio equipment to support multiple P25 trunked radio systems.
- Working knowledge of the federal and state rules and regulations including the Federal Communications Commission (FCC), Federal Aviation Administration (FAA), and the Florida Region 9 Plan for Public-Safety Radio Communications.
- Working knowledge of IP-based networks and the techniques used for the design and implementation of the networks and related components.
- Working knowledge of management methods, techniques, and practices.
- Ability to identify and resolve technical issues, concerns and needs related to the operation of the countywide radio communications networks.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, training, and evaluating the work of assigned staff.
- Ability to develop technical specifications and budgetary costs for proposed radio network projects.
- Ability to use a computer and related software including work order management programs.

SKILLS

- Network Management
- Radio Communications Systems
- Radio Frequency Planning
- Technical Leadership
- Two-Way Radios
- Equipment Operations
- Project Management
- Radio Frequency (RF)
- System Maintenance
- Troubleshooting
- Two Way Radio Systems
- Communication

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid/guidance to subordinates.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Possession of a Certified Electronics Technician certificate issued by the Federal Communications Commission (FCC) or the ability to obtain a Federal Communications Commission (FCC) General Radiotelephone Operator License within 12 months of employment.
- Five years of program/project management experience directly related to the position duties, three of which must have been in the management and technical oversight of services associated with two-way radio trunked communications systems and ancillary sub-systems.

OR

- An associate degree from an accredited institution of higher education.
- Possession of a Certified Electronics Technician certificate issued by the Federal Communications Commission (FCC) or the ability to obtain a Federal Communications Commission (FCC) General Radiotelephone Operator License within 12 months of employment.
- Four years of program/project management experience directly related to the position duties, three of which must have been in the management and technical oversight of services associated with two-way radio trunked communications systems and ancillary sub-systems.

OR

- A bachelor's degree or higher from an accredited institution of higher education with a major in business management, project management, or a related field.
- Possession of a Certified Electronics Technician certificate issued by the Federal Communications Commission (FCC) or the ability to obtain a Federal Communications Commission (FCC) General Radiotelephone Operator License within 12 months of employment.
- Three years of program/project management experience directly related to the position duties in the management and technical oversight of services associated with two-way radio trunked communications systems and ancillary sub-systems.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.