

Department: In all Civil Divisions
Classification: Competitive
Grade: 11

SPEC C900

EMERGENCY SERVICES MAINTENANCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This position involves technical responsibility for the routine maintenance, preventative care, testing, and minor repair of county emergency services equipment, facilities, electrical systems. The incumbent ensures that inventory and communications gear remain fully functional. Unlike standard building maintenance roles, this position requires specialized technical knowledge of emergency management hardware including P25/low-band radio hardware. Work is performed under the direct supervision of the Director of Emergency Services or the Deputy Emergency Services Director, with leeway allowed for the exercise of independent judgment in carrying out technical assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Performs minor repairs on radio site buildings and their electrical systems;
Performs P25 and low-band radio equipment inspections and assists in minor radio hardware and component repairs;
Performs routine grounds maintenance and minor repair work at radio tower sites and communication facilities, including brush clearing, weed control, fence mending, and access road upkeep;
Tests and assists in troubleshooting public safety communication hardware;
Operates diagnostic computer software to track maintenance intervals, schedule component testing, and log repair timelines;
Maintains emergency backup systems, including routine testing of stationary and portable generators at transmission tower sites;
Responds to field locations during regional crises or weather events to deliver hardware support, provide auxiliary power, or assist with incident logistics;
Keeps records of parts inventory, tracks work orders and orders supplies
Hazmat Coordination, integrated explicit responsibilities for managing the county's Hazardous Materials (Hazmat) responder program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the tools, methods, and terminology utilized in the maintenance, building trades, and mechanical upkeep of emergency response assets; Working knowledge of electrical systems, APCO P25 standards, radio communications, and mechanical apparatus common to emergency management infrastructures; Ability to understand and precisely follow detailed technical manuals, schematic wiring diagrams, safety standards, and blueprints; ability to operate computer database programs to log inventory and schedule preventative repairs; ability to work effectively under high-stress conditions during local disaster or multi-agency operations; reliability, mechanical aptitude, good physical condition, and strong attention to detail.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Electrical Technology, Automotive Technology, Mechanical Technology, Emergency Management, or a related field; OR
- (b) Graduation from high school or possession of a high school equivalency diploma (GED) and two (2) years of experience in technical equipment repair, electrical systems maintenance, public safety communications infrastructure, or facilities maintenance within an emergency services or military setting; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL QUALIFICATIONS:

- ☞ Possession of a valid New York State Motor Vehicle License at the time of appointment.
- Must be New York State certified Hazardous Materials Technician
- Must be New York State certified in Hazmat Incident Command

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