



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Communications Specialist V

SALARY: \$43,700.80 annually, less 5% step during probation

REPORTS TO: Mountain Top Communication Facilities Manager

LOCATION: Mountain Top Project/Information Technology, Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position will be required to promote the use of Federal Communication Commission (FCC) regulations to establish radio communication reservation-wide in compliance with Tribal, State, and Federal requirements. This position will provide oversight, leadership, and guidance in fulfilling the goals and objectives of the respective areas, ensuring employee's, tribal members, vendors and outside inquiries are handled in an expeditious and productive manner. Duties include: installation and maintenance of two-way radios, in-house telephone lines and logging equipment, alarm systems, public address systems, video alarm systems, and video monitoring equipment; installing various components of base systems, repeaters, mobile systems, remote controls, multiplexers, antenna systems, microwave systems, battery backup systems, solar power systems, checking and modulation and frequency compliance. The incumbent selected will establish and implement a two-way radio/wireless management and maintenance system; implementing a training plan for optimal operational efficiency of the Tribes two-way radio communication system in accordance with program objectives.

MINIMUM QUALIFICATIONS (Education and Training):

- Bachelor's degree from an accredited college or university with a major in Electronics; **OR**
- Associate's degree from an accredited college or university with an emphasis in Electronics; **AND** twenty-four months work experience in radio communications, homeland security, or communications systems operations in a municipal communications related facility; **OR**
- Two-year degree in Electronics; **AND** an industry license from the testing agency, i.e., FCC, FICA, or NARTE; **OR**
- High School Diploma or Equivalent; **AND** forty-eight months combined post-secondary education and work experience in radio communications, homeland security, or communications systems operations.
- Previous work experience with dispatch consoles, paging infrastructure, conventional and trunked radio systems, required.
- Must be physically capable of performing the duties of the position.
 - Working outside in inclement weather conditions.
 - Lifting and carrying a minimum of 50 lbs.
 - Walking through steep and rugged terrain.
 - Climbing towers and/or buildings according to safety regulations.
- First Aide/EMT training must be obtained within the first year of employment.
- Certification and skills in the safe operation of chainsaws, vehicles and accessories utilized in completion of job duties.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes vehicle insurance.
- Must successfully clear an extensive Criminal History Background Inquiry and maintain throughout employment.
- Must be willing to work extended hours and be on-call as the work dictates.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge in the installation and technical support of VHF/UHF and 800/900 MHz analog and digital systems, mobile and portable subscriber equipment.
- Skills in the installation and maintenance of communications console equipment.
- Familiar with different types of two-way radio equipment, i.e., Bendix King, Motorola, 3 Com & Kenwood.
- Knowledge of safety operations of vehicles and specialized equipment including chainsaws, ATV, 4-wheel drives, and snowmobiles.
- Knowledge of various testing equipment in the electronics field utilized for performing preventative maintenance.
- Knowledge of diagnosing less than optimum performance, resolving mechanical failures and restoring operations to optimal service levels.
- Ability to design, test and modify equipment as necessary.
- Knowledge of the installation and ability to test amplifiers, power supplies, microwavable radios, antenna towers, logs and records equipment for efficiency.
- Knowledge of the Tribes Purchasing procedures as required to inventory and stock equipment necessary to maintain optimal service levels.
- Ability to work with a high degree of independent judgment.
- Ability to work independently as well as functioning as a part of a team environment.
- Skills in cabling, frequency management, and system optimization.
- Must be motivated, customer service oriented, and maintain a professional appearance.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however for first round consideration applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Friday July 10, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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