

G.V.R.D.

TITLE: Communication Systems Technologist

POSITION DESCRIPTION

NO: 419

DATE: March 18, 1992

PURPOSE OF POSITION

Under general direction, to plan, coordinate and participate in special programs and projects and to provide technical guidance and advice related to the communications field.

Programs and projects will be either district or regional in nature.

DUTIES

The duties described hereunder are intended to be representative of the position and are not to be considered as all inclusive.

Provide assistance, coordination and technical advice to municipal and regional staff on a variety of programs and projects, such as:

Regional

911 Emergency Telephone Program

- Liaise with B.C. Tel staff to ensure that 9-1-1 database is up to date and correct.
- Maintains inventory of the 9-1-1 management information system.
- Responsible for operation of the 9-1-1 management information system.
- Troubleshoots 9-1-1 operational problems with participants and liaises with the public when required.
- Monitors BC Tel charges for the system.
- Provides technical assistance in the ongoing maintenance of the system.

Provides advice and assistance to municipalities on technical and licensing aspects of the municipal radio function.

Provides technical guidance to the Regional Emergency Planners' Committee.

District

Provides technical advice and licensing assistance in the planning and engineering of District communication systems.

Provides technical assistance for the maintenance of the GVRD head office telephone system.

G.V.R.D.

TITLE: Communication Systems Technologist

POSITION DESCRIPTION

NO: 419

DATE: March 18, 1992

- 2 -

General

Carry out studies, prepare reports and specifications and attend various meetings related to above duties.

Assist in the selection and supervision of consultants and the evaluation of tenders related to projects/programs.

Keeps up-to-date with current level of technology and regulatory changes regarding communications.

Attends training courses and seminars relevant to the duties of the job.

Purchases minor materials and equipment. Follows purchasing and accounting procedures as relevant for the job.

Other duties as required.

REQUIREMENTS (Minimum to fill position)

Grade 12, plus a 2 year technology diploma in electronics with a telecommunications option.

A minimum of seven years of related experience for communication systems engineering and licensing including radio system studies such as path analysis, including at least two years of practical experience with radio and telephone systems.

Sound knowledge of Communications Canada radio frequency licensing procedures and policies and good understanding of the operations and policies of telephone companies.

Demonstrated ability to work independently and guide projects from start to completion.

Superior writing skills and excellent verbal communications skills.

Experience with personal computers and related standard software including relational databases.

Health certificate for Watershed entry and a valid B.C. Driver's License.