

# ELECTRONIC TECHNICIAN ASSISTANT

## MILWAUKEE POLICE DEPARTMENT

**PURPOSE:** To install, troubleshoot and perform field repair of components and systems associated with emergency response vehicles including mobile radios, mobile computers, sirens, emergency lights and light bars, mobile in-car video systems, license plate readers, antennas, gun racks, prisoner cages and other job-related equipment inside emergency response vehicles.

### ESSENTIAL FUNCTIONS:

- Install emergency response related equipment into City vehicles.
- Install electrical wiring, connect electrical fittings, drill holes, and perform all physical tasks associated with modifying vehicles for the acceptance of emergency response-related equipment.
- Design and manufacture cable assemblies and sub-assemblies that are vehicle specific and necessary for mobile vehicle installations. Develop wiring routes throughout the vehicle to provide for the most efficient wiring path and to enable future replacement and/or troubleshooting. Document and maintain all such information.
- Troubleshoot and diagnose problems with all mobile equipment.
- Work with equipment vendors to facilitate necessary equipment updates and the correction of any problems.
- Perform multi-point inspection of all vehicles before releasing to Vehicle Services.
- Obtain and maintain manufacturers' certification for the emergency light bars, mobile video recording systems and license plate reader equipment.
- Maintain sufficient stock levels of installation hardware, DVR's and other related equipment.
- Pick up and deliver vehicles and job related supplies and equipment, using a City vehicle.
- Perform lead worker type duties as necessary including training, layout of work, answer questions and provide direction, set priorities, schedule work and provide input and recommendations to immediate supervisor.
- Perform other job-related responsibilities as required

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. One year of full-time experience servicing two-way radio and other equipment associated with emergency response vehicles or performing tasks closely related to the essential functions listed above **OR** Completion of 30 college credits toward an Associate's Degree in Electronic Technology from a community college, trade or technical college.

*Equivalent combinations of education and experience may be substituted.*

**Submit copies of college transcripts with application OR send immediately to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or to the City of Milwaukee, Department of Employee Relations, ATTN: ETA. Student copies are acceptable.**

2. Valid driver's license at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### DESIRABLE QUALIFICATIONS

- Class B Commercial Driver's License without air brake restriction
- High school diploma or equivalent (GED)

### KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Mechanical assembly skills
- Ability to install emergency response equipment on/in city vehicles
- Ability to modify the interior of city vehicles without damaging vehicle or equipment
- Ability to use all hand and power tools related to the job
- Knowledge and understanding of electronics communication theory
- Ability to use technical equipment used in the diagnosis and resolution of electrical equipment failure
- Soldering skills
- Ability to read schematics, blueprints, wiring diagrams and other job-related documentation
- Ability to work with automotive electrical wiring and cabling
- Computer skills
- Analytical skills
- Organizational skills
- Interpersonal skills
- Ability to recognize the specific colors and color codes associated with electrical wiring
- Ability to work on ladders and in confined spaces
- Ability to lift objects weighing up to 60 lbs.
- Ability to work around and inside of vehicles

**CURRENT PAY RANGE (3CB) IS:** \$37,409 - \$41,311 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 18, 2012**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414-286-3751.

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04/12/12