



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: COMMUNICATIONS MANAGER	Grade: 13
Division: ADMINISTRATION	Job Code: 4615
Reports To: Property Manager	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Property Manager, is responsible for providing the Department with an efficient, continuous two-way radio communication system. Ensures that equipment and personnel comply with all rules and regulations of the FCC, Civil Defense, and other federal and state regulatory agencies. Acts as Civil Defense coordinator and supervisor for the Department. Provide written instructions and actual demonstrations for subordinates and others. Maintain adequate, accurate and detailed records of work performed by, and equipment assigned to, the Communications Unit.

JOB DUTIES:

Schedule and perform routine maintenance and repair of all radios.

Assign, monitor and evaluate work of subordinates.

Assist all Divisions in providing radio communications needs.

Prepare and submit annual Radio Unit budget to supervisor.

Ensures the Department complies with pertinent FCC and FAA regulations concerning radios and antenna towers.

Recommend purchase and use of communications equipment to Divisions.

Maintain stock of necessary communications parts and equipment.

Ensures that all work performed conforms with FCC and EIA standards.

Coordinate all radio frequencies for the Department.

Operate radios and radio equipment.

Climb transmitting towers 100 - 800 feet to perform needed maintenance.

May be required to perform other duties as assigned by the Chief of Administration.

Must have the ability to:

- Lift and carry materials up to 50 pounds.
- Handle and use power tools (electric hand saws, drills, grinders, etc.), operate vehicles (2/4 wheel drive, automatic/standard, with trailer attached), riding or push lawn mowers, forklift, and other various types of lawn and building maintenance equipment.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Walk or jog over rough terrain for extended periods.
- Use personal computer and various office equipment.
- Work extended hours, weekends, and work outdoors in extreme weather. May be required to stay overnight out of town.

Requirements:

Education: Requires an Associates Degree from a recognized College specializing in radio and electronics or comparable training. Must have an FCC 2nd class license or equivalent NABER or APCO license.

Experience: Requires five (5) years previous related experience.

Knowledge and Skills: