

# Missouri Department of Transportation

Code: R03020

Title: Traffic Communication Specialist

Exemption Status: Non-Exempt

Grade: 13

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## Job Description

<b>Effective Date</b>	03-15-2018
<b>Replaces (Effective Date)</b>	07-01-2017
<b>General Summary</b>	The traffic communication specialist administers the department's wireline and wireless communication equipment and assists in the operation and maintenance of wireline and wireless communications systems and all related support. Responsibilities are performed under general supervision.
<b>Minimum/Required Qualifications</b>	Associate's Degree: Electronics, Telecommunications, or related field. Four years of experience in communications systems and demonstrated knowledge of all applicable standards and procedures for job tasks within communications.
<b>Supervisory Responsibilities</b>	None
<b>Location</b>	Central Office - Maintenance
<b>Special Working Conditions/Job Characteristics</b>	Job may require exposure to wide variations in outdoor weather conditions. Job may require temporary adjustment of work schedule to off-peak hours. Job requires occasional, statewide, overnight travel. Job may require operation of vehicles to plow snow and spread ice control materials.

## Examples of Work

- (1) Supports the maintenance and operations of wireline (fiber optic, copper wire, etc.) communication systems.
- (2) Supports the maintenance and operations of wireless (radio, microwave, satellite, etc.) communication systems.
- (3) Supports the maintenance and operations of state-wide radio communications network (base stations, repeaters, towers, microwaves, consoles, software and other related equipment).
- (4) Supports the maintenance and operations of mobile radio and communications equipment (mobile two-way radios, handheld radios and associated radio communications equipment) and related equipment and software; supports, maintains and operates emergency communications assets such as mobile emergency communications trailers and portable communications equipment.
- (5) Supports, uses, calibrates and/or maintains electronic testing equipment and related software.
- (6) Assists in diagnosing communication equipment, systems and software malfunctions.
- (7) May assist with AASHTO frequency coordination and radio frequency licensing.

- (8) Trains or provides for training of district and central office personnel in operating and maintaining communications systems.
- (9) Updates and/or prepares schematics, wiring diagrams and system diagrams for communications systems.
- (10) Field tests new equipment, software and systems, and insures compatibility with department specifications; assists in prototyping new equipment and systems; makes recommendations to management for equipment and system requirements and budgetary needs.
- (11) Liaisons with external agencies concerning communications interoperability, resource sharing, technical assistance and may represent the department in interagency and public meetings; may interact with the public and news media concerning communications.
- (12) May deploy to field locations to support emergency and disaster communications or related exercises.
- (13) Maintains preventative maintenance schedules and procedures for emergency communications networks.
- (14) May assist in managing the communications budget including oversight of funding programs for communications systems.
- (15) Maintains inventory of communication facilities.
- (16) May assist with planning activities related to the Department's emergency management program.
- (17) Assists with coordination of emergency management training, drills, and exercises.
- (18) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**