



GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES



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REVISION #: 0                                      REVISED DATE:                                      EFFECTIVE DATE:  
CATEGORY: PERSONNEL  
SUB-CATEGORY: JOB DESCRIPTION  
SUBJECT: RADIO TECHNICIAN  
RELATED GUIDELINE: PER-001

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Section I – Introduction

A. Objectives

To identify the job description associated with the position of Radio Technician, which shall include the essential job functions, additional job functions, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

The Radio Technician will complete these duties in accordance to the Town of Glastonbury Fire Department’s mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of a Radio Technician within the Glastonbury Fire Department. The Radio Technician will be responsible to the Fire Chief or their designee and must have three (3) full years of experience/service with the Glastonbury Fire Department.

C. Reference

None

Section II - General Description

A Radio Technician will provide routine maintenance and upgrade to all of the Department computer and software systems.

Section III - Essential Job Functions:

The Radio Technician responsibilities shall include, but are not limited to the following:

- Overseeing the maintenance of all Department radio equipment.
  - Keeping a record of all computer related equipment.
  - Troubleshooting the malfunctioning of communications equipment.
  - Maintaining an up-to-date inventory list of all communications equipment.
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- Assisting the Fire Chief with the annual budget pertaining to the Department’s radio communications needs.
- Keeping computer records of all radio related equipment.
- Possess and able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Considerable initiative and imagination.

Section IV - Additional Job Functions:

Additional job functions shall include, but are not limited to the following:

- Inspect and perform light maintenance on all Department radio equipment.
- Perform other duties as assigned.

Section V – Knowledge, Skills and Abilities

- Ability to detect problems, analyze situations, recommend and implement solutions to problems.
- Ability to understand, interpret, properly apply and follow guidelines, and to follow detailed instructions, both verbal and written.
- Ability to perform routine maintenance to Department’s radio equipment.
- Ability to use Department software systems in performance of duties.
- Demonstrate quality oral, written and electronic communication skills.
- Ability to accept responsibility.

Section VI – Physical and Mental Effort along with Environmental Conditions

A Radio Technician will be is expected to:

- Perform a variety of tasks, including lifting heavy objects, on slippery, hazardous surfaces.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section VII – Approval

Fire Chief Michael They

Date of Approval 12-22-21