



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: RADIO COMMUNICATIONS SYSTEM MANAGER (RCSM)

DEPARTMENT: Disaster Management and Emergencies
MINISTRY: Home Affairs, Transportation & Communication
LOCATION: Providenciales

JOB SUMMARY:

Under the direction of the Director of the Department of Disaster and Emergencies (DDME) the Radio Communications System Manager (CSM) is responsible for maintenance and repair of radio equipment, as well as receiving and transmitting communication.

The appointee to this full-time position will perform responsible, complex, technical and non-technical maintenance of electronic communication equipment and is expected to be available for troubleshooting outside of normal working hours. Specifically, the appointee is responsible for the installation, troubleshooting, repair, and maintenance of communications systems used by government public safety agencies within the TCI, such as radio base stations, mobile radios, communication antennas and towers, signal transmitters, radar equipment, pagers, and miscellaneous electronic equipment at the base work stations located in public safety facilities. A capacity for independent judgment and execution of decisions under the guidance of established procedures and guidelines required. The position is tenable under supervision of the Director of the DDME or a designate who will be responsible for routine inspection of task executed by the appointee. The appointee will work closely with the Police/911 operator and other departments and public safety agencies which uses electronic communication equipment.

The RCSM will build and maintain a reliable Communication Infrastructure that will support the objectives and priorities of the DDME in the most cost effective manner, while maintaining a high standard of quality and functionality.

KEY DUTIES AND RESPONSIBILITIES:

1. Identify, report and resolve problems regarding emergency radio equipment, satellite communications systems, audio and video equipment and computerized monitoring emergency warning and notification systems;
2. Advise the Director of DDME of needs for upgrade, revision, procurement or analysis of the System on an ongoing basis;
3. Maintain and repair complex microprocessor and computer based equipment, e.g., digital and analog microwave and two-way radio systems, and keeps necessary records to document maintenance.





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4. Maintain Government-owned radio tower site equipment including but not limited to scheduled tower inspections and general maintenance of emergency generator and related equipment.
5. In consultation with the Director of the DDME or a designate, maintain an inventory of replacement equipment/parts for the Government-owned communication system.
6. Provide liaison with contractors and vendors, perform oversight for contracted tasks, provide supervision of bids for contract services and assist other Government Departments with radio related trouble-shooting, occasional installation, repair of communication equipment as directed.
7. Operate VHF & HF radios, SAT-phones and maintain daily radio and operations log book to ensure that the VHF Radio Systems are functional and kept in a state of readiness and are available for use during training or simulation exercise;
8. Ensure that daily radio communications testing is carried out weekly with Disaster Related Agencies (local/regional) during hurricane season.
9. As requested by the Director, travel within the Turks and Caicos Islands to assist in the operation of telecommunications systems;
10. In conjunction with the Radio Technician Officer, ensure accountability for all telecommunications equipment.
11. Ensure up-to-date inventory of all functioning telecommunication equipment on all islands (type of equipment, holder, location, call sign, channel/frequency etc.);
12. Assist in the development of: -
 - an Emergency Telecommunications Plan; and
 - Standard Operating Procedures for the Radio Room and Radio Checks;
13. Provide technical support in the setting up of antennas and mobile communication units during field exercises;
14. Participate in simulation exercises, recommend procedures to be followed, observe and comment on strengths and weaknesses of agencies telecommunication systems. Suggest and recommend changes or adjustments as necessary;
15. Liaises with Regional and International institutions such as CDEMA, to ensure uniformity in approach and procedures;
16. Assume responsibility for implementation and management of an Early Warning System (EWS) for the Turks and Caicos Islands (TCI) which meets international standards and satisfies the requirements of the Disaster Management Ordinance 2015;
17. Train persons identified as warning system activators on the use of the early warning system;
18. Provide technical assistance to other departments which partner in the NEOC, in the installation and maintenance of electronic communication equipment and making recommendations for improving systems per the NEOC Plan.
19. Suggest alternate forms of communications if problems deem it necessary to ensure continued operations and take corrective action to return all equipment to serviceability for DDME.
20. In partnership with other key stakeholders, design, implement and maintain a Contingency Plan (Business Continuity Management Plan) for all communication requirements of the DDME and NEOC during day-to-day and emergency response operations.
21. Perform other related tasks as assigned.
22. Adhere to all Public Service codes, rules and regulations





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During Periods of Emergencies

1. Operate assigned frequencies.
2. Assist the Disaster Information Media in dispatching radio communication to the general public in order to ensure greater response.
3. Report any malfunctioning radio equipment or repairs needed to the Director, DDME
4. Maintain radio communication with CDEMA or any of its Participating States.
5. Perform any other related tasks as assigned

SUPERVISORY RESPONSIBILITIES:

- Ability to plan and supervise the work of personnel.

REQUIRED SKILLS

- Communication skills to provide advice and guidance to others or to seek assistance
- Literacy skills to read and interpret manuals, specifications, relevant enterprise policy and documentation
- Negotiation skills to enable interaction with site owner and organizations or individuals who may be affected by an outage
- Research skills to source components from supplier catalogues, databases and websites\
- Safety awareness skills to:
 - apply precautions and required action to minimize, control or eliminate hazards that may exist during work activities
 - select and use required personal protective equipment conforming to industry and occupational health and safety (OHS) standards
 - work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Numeracy skills to:
 - evaluate different types of technical data
 - interpret results
 - setup and check that equipment is calibrated
 - take RF measurements
- Planning and organizational skills to organize and prepare installation resources
- Problem solving skills to respond to typical antenna installation challenges
- Task management skills to work systematically with required attention to detail and adherence to all safety requirements
- Technical skills to:
 - operate a range of specialized radio communications equipment
 - perform diagnostic procedures
 - solder, construct and prepare wires and cables
 - use hand and power tools
 - working at heights
 - structure climbing





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- hoisting and mounting antennas
- installing feedlines
- Electromagnetic energy (EME) awareness.

REQUIRED KNOWLEDGE

- General principles of radio communications and radio propagation
- Current industry practice for antenna installation including:
 - Earthing
 - lightning protection
- Detailed knowledge of procedures and equipment required for:
 - antenna sweep testing to measure return loss
 - measurement of distance to fault
 - measurement of feedline insertion loss
 - measurement of forward and reflected RF power
- Features of instrument and equipment test methods and performance requirements
- Legislation, codes of practice and other formal agreements that directly impact on operation and testing of radio communications antennas and equipment
- Overview knowledge of antennas and feedlines
- RF awareness, electromagnetic radiation (EMR) standards and specific OHS requirements that impact on the use and testing of radio communications instruments and equipment
- Suitability of antennas to withstand extreme environments
- Typical issues and challenges that occur in telecommunications antenna installations

QUALIFICATIONS

- A recognized Bachelor Degree in Computer Science/Electrical Engineering/Electronics or related field
- Post Graduate Degree in a related field is an asset
- Certificates in Telecommunications Radio Communication
- Certification in Radio Equipment management and repairs will be an asset
- Understanding of Comprehensive Disaster Management is an asset

EXPERIENCE

- Minimum of three years' experience with radio communication system maintenance is required.
- Significant experience in the field of disaster management day-to-day and emergency operations is preferred.
- Supervisory experience will be an asset.

PERFORMANCE STANDARDS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Advanced knowledge of radio and electronics/low voltage applications.





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- Ability to maintain accurate and complete records and prepare reports.
- Ability to work with and understand radio programming software and other computer programs and languages (e.g., Windows, DOS, Word, Excel, Access, M.S. Explorer).
- Knowledge of and willingness to follow all safety rules and procedures.
- Knowledge of DDME/Government equipment and procedures.
- Ability to work a flexible schedule, maintain contact with the Disaster Office by carrying a cellphone and complete tasks as required.

SALARY: \$41, 205 per annum plus Allowances.

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, and Grand Turk Facsimile: 946-1582 or sent by email to: recruitment@gov.tc with the subject line being: **Radio Communications System Manager, Disaster Management and Emergencies Application**. Envelopes should have the subject: **Radio Communications System Manager, Disaster Management and Emergencies Application** clearly marked on the front. Successful applicants will work in accordance with the Public Service Ordinance. Current serving officers must apply through their Head of Department.

For the full Job Description, please visit the DDME's website at: www.gov.tc/ddme

APPLICATION DEADLINE:

