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Electronic Technician

JOB CODE	JOB FAMILY	PROFILE
JCV512	**Trades, Crafts and Other Skilled Work**	**Electronic Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**July 2, 2026**

The Electronic Technician, under general direction, performs technical expertise in the installation, repair, modification and troubleshooting of electronic equipment, radio software, and base stationary units used in public safety department vehicles and associate equipment. Maintains appropriate records. Required to drive public safety vehicles.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs repairs, installations, and corrective maintenance to equipment in public safety vehicles in accordance with all manufacture specifications, parts manuals and law enforcement specifications in accordance with the Federal Communications Commission (FCC), and internal policies and procedures.
- Troubleshoots, repairs, and tests equipment such as but not limited to electronic equipment, cable connectors, antennas, power distributions, controllers, emergency lights, consoles, two-way digital radios, computer mounts, base stations and docking stations, detainee partitions, siren speakers, seat inserts, radars and brackets, graphics and/or decals and all electrical protection devices and wiring.
- Completes work orders on all submitted repairs along with any necessary paperwork.
- Program, installs, and tests radio computer software and system channels, programs, and features according to specific needs of individuals departments within the Sheriff’s department.
- Maintains quality control of pool cars and tools to include cleanliness of the facility and vehicles.

- Decommissions vehicles by removing all emergency equipment, wiring, decals, and prepares car(s) for auction.
- Cleans and maintains facility, tools and equipment; reports any facility deficiencies, and equipment and tools needed to immediate supervisor.
- Assigns and controls pool cars and keys on behalf of the inventory technician's absence.
- May design, fabricate, and weld special brackets and hangers on specialized vehicles and affix required identification decals to vehicles or equipment as needed or required.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of experience in electronics installation, repair and maintenance of varied radios related programs and equipment.
- Knowledge of FCC regulations, law enforcement vehicle specifications, electronic circuitry, vehicle structure, and electrical systems.
- Working knowledge and ability to use electronic test equipment, hand and power tools and perform repairs.
- Basic knowledge of computer and radio programing, electronic wiring, and related equipment.
- Ability to lift moderately weighted equipment and tools.
- Ability to read radio and automotive electrical system block diagrams and schematics.
- Ability to establish and maintain effective relationships with other employees and vendors.
- Ability to communicate effectively in both oral and written English.
- Ability to maintain effective working relationships with Sheriff's Deputies, management, supervisors, and other co-workers.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are primarily performed in the radio shop, estimated at 95%.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to natural weather conditions while working on radio towers or base stations.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, ladders, and wood decks.
- Work hazards or potential work hazards include the exposure to dangerous situations involving machinery, high voltage, and adverse weather conditions.
- Employee works alone or on a select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various work files and reports in the documentation of installation, maintenance, and repair of electronic equipment.
- Employee operates a county vehicle for access to base stations and towers.
- Employee utilizes hand tools, voltage meters, ohm meters, and other test instruments.
- Employee operates power tools such as but not limited to saws, welders, band saws, drill press, grinding wheel, and cutting wheel.
- Employee utilizes dollies when moving 100-pound base stations.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to ask questions of supervisor and be able to listen to and follow verbal and written directions in English.
- Must be able to communicate verbally with superiors, co-workers, and the general public.
- Must be knowledgeable of and be able to apply knowledge concerning Bernalillo County Safety Policy.
- Must have the mental ability to read, understand and apply knowledge gained from instruction manuals, safety manuals, diagrams and schematics.
- Must possess basic math skills.
- Must possess good judgment for quick action in emergency situations involving electrical hazards.

- Must possess the ability to perform a variety of duties, often changing from one task to another task of a different nature without loss of efficiency or composure.
- Employee must be able to apply spatial relations in the designing and installation of various electronic equipment inside County squad cars.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for up to eight (8) hours per day.
- Must be able to sit while driving in field on occasional basis.
- Must be able to kneel and crouch on a frequent basis as needed to install or repair equipment such as radios, sirens, light bars.
- Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis as needed when performing essential duties.
- Must be able to push/pull with arms with sufficient force to maneuver light bars weighing eight pounds each.
- Must be able to lift and carry toolbox, estimated at 50 pounds, and hike to base stations approximately 700 feet on a steep grade.
- Must be able to use hands and fingers to grasp/manipulate equipment in a bilaterally coordinate manner in performing essential duties.
- Must be able to use finger dexterity in the use of machine and hand tools required of electronic technicians.
- Must be able to coordinate the use of hands and eyes in the performance of essential duties. Must have sufficient hearing and eyesight to be able to perform essential duties. (Employee must not be colorblind).
- Must be able to use legs and feet to stand/walk, climb/descend stairs, ramps, and ladders when needed. Employee must be able to climb six (6) and twelve (12) foot ladders and climb stairs on a frequent basis as needed to perform maintenance and repair or installation duties.
- Employee must be able to remain in a cramped, crouched position while installing equipment in squad cars including in the trunk, underneath the car, or in the interior compartment on a frequent basis.
- Employee must possess extremely quick reflexes in order to evaluate and act upon emergency situations when electrical or mechanical emergencies arise.
- Employee must be able to remain in a county vehicle three (3) hours at one time, on a daily basis.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.