

**PLEASE POST**

**NOTICE OF VACANCY  
BUFFALO FIRE DEPARTMENT**

**Communication Specialist  
Two (2) Provisional**

**Salary: \$31,033 – 47,744/ YR**

All applicants must apply in writing and specifically detail all experience and qualifications related to the position (see attached job spec). The resume is to be submitted to:

**Buffalo Fire Department  
68 Court Street  
Buffalo, NY 14202  
Attn: William Renaldo  
Commissioner of Fire**

**Resumes must be received before the close of business on  
Friday, September 4, 2020.**

Attachment: Job Spec  
Posted: 8/21/2020

cc: Civil Service

## **COMMUNICATIONS SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS**

The incumbent in a position in this class performs skilled work in the installation, maintenance and repair of underground, overhead and in-house cables. Incumbents are responsible for erecting, installing and maintaining support poles, manholes and all other related equipment used for fire alarm, voice alarm and telephone communications systems. Work requires the climbing of poles or going underground in all kinds of weather conditions and incumbents must rigidly observe safety precautions of the trade. Detailed instructions may be received from the Superintendent of Communications Operations or a designee, however, incumbents exercise responsible independent judgment in carrying out assigned tasks and when engaged in trouble-shooting in the field. Supervision may be exercised over one or more individuals assigned.

### **TYPICAL WORK ACTIVITIES**

Installs and splices overhead, underground and in-house cables and fire alarm, voice alarm and telephone circuits;

Installs and maintains fire alarm boxes, pedestals and sub-bases;

***Installs and maintains fiber optic cable and related equipment including pulling, splicing and terminating;***

Erects, installs and maintains support poles, manholes, all overhead and underground cable and wiring used in 100 milliamp municipal fire alarm or voice alarm 48 VDC telephone and direct current control systems;

-repairs, removes and replaces defective wiring and signal transmission lines;

Performs work involving trenching and installation of underground ducts and manholes, and climbing poles, and working from aerial bucket trucks;

Troubleshoots faulty wire and cable;

Performs emergency repairs as needed;

Drives to and from work sites;

Maintains records concerning work in progress and completed work;

Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Basic knowledge of the principles of electronics;

Working knowledge of the principles of direct current (DC) electrical theory

Working knowledge of standard safety measures, devices and precautions in the handling of electrical circuits;

Working knowledge of daily tasks required for troubleshooting fire alarm, voice alarm and telephone systems;

Ability to understand fiber optic technology and learn the installation and repair of same;

Ability to use all the tools and equipment of the trade;

Ability to work in high places and to climb poles, ladders and towers;

Ability to work underground;

Ability to follow oral and written directions;

## **COMMUNICATION SPECIALIST #7420 (cont'd.)**

Steady nerves;

Physical strength and stamina and the willingness to withstand adverse weather conditions;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

#### **OPEN COMPETITIVE**

(A) Associates Degree from an accredited college, university or technical institute in Electrical Technology or Electrical Engineering Technology;

OR

(B) Graduation from High School, GED or Equivalency Diploma in Electrical Technology or Electricity and 6 months of full time experience in installing and maintaining fire alarm, telephone, security and/or direct current control systems;

OR

(C) Graduation from High School, GED or Equivalency Diploma (any major) and one year of full time experience in installing and maintaining fire alarm, telephone, security and/or direct current control systems;

#### **Special Requirement**

- Possession of a current NYS Drivers license, which must be presented at time of appointment and maintained during employment.
- Completion of approved training in the installation and repair of fiber optic cable within six months of appointment.

**ADOPTED:** 7/3/74

**REVISED:** 12/77; 4/83; 8/86; 10/89; 8/9/91 (Annc.); 7/9/97; 8/9/00; 4/2/07

**REVIEWED:** 5/86; 4/30/09

Department of Human Resources, Civil Service Administration, Room 1001 City Hall, Buffalo, NY 14202