



# Ministry of Rural Development and Local Government

## JOB DESCRIPTION

Nonstandardized

### JOB TITLE: COMMUNICATION TECHNICIAN (DISASTER MANAGEMENT UNIT)

#### JOB SUMMARY:

The incumbent is required to work with the Ministry of Rural Development and Local Government and the Office of Disaster Preparedness and Management in the development and maintenance of an efficient and effective communication programme.

**REPORTS TO:** Disaster Management Coordinator

**SUPERVISION GIVEN TO:** N/A

#### DUTIES AND RESPONSIBILITIES:

- To be technically and orally capable of operating procedures of radio communications.
- To have a basic knowledge of software relating to radio communications and computers.
- To conduct daily radio communication net and simulation exercises.
- To set up temporary stations for communications and relate back to the emergency operations center.
- To operate backup electronics systems such as standby generators and battery systems, portable backup batteries, handy talkies, base radios, small weather stations and mobile emergency operating center operations.
- Antenna design, development and maintenance for emergency/temporary development in disaster command posts.
- Community Emergency Response Team (CERT) operations.
- Monitoring of Internet based systems such as satellite imagery systems, earthquakes, tropical storm development and advisories.
- Technical skills in the application of cabling and minor repairs of circuits boards.
- Establishment of communications grid and mapping system.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### KNOWLEDGE:

- Must be technically and orally capable of following operative radio communications.
- Knowledge of laws and policies relevant to Disaster Management in Trinidad and Tobago.
- Basic knowledge of software relating to the radio communications and computers.
- Knowledge of the relevant laws and policies regarding radio communication and licensing.
- Ability to complete and maintain records and forms and follow detailed instructions.
- Sound interpersonal, Public Relations and Communications skills.
- Computer Literate.
- Ability to work in a fast paced environment.

**SKILLS AND ABILITIES:**

- Proven team-working skills.
- Ability and willingness to work in a diverse and challenging environment.
- Ability to respond to emergency situations at a moment's notice.
- Ability to work long hours until relief arrives or until incident is managed.
- Must successfully complete an annual staff fitness examination (mental and physical).

**MINIMUM EXPERIENCE AND TRAINING:**

- A minimum of five (5) GCE or CXC O'Levels.
- Diploma in Radio Communication and/or an amateur radio license will be an asset.