



Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
<http://www.city.milwaukee.gov/police>

Jeffrey B. Norman
Chief of Police

(414) 933-4444

February 25, 2026

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for Electronic Technician 1-3 Examination/Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Electronic Technician 1-3 as soon as administratively possible. The Electronic Technician 1-3, under the direction of the Electronic Technician Supervisor, is responsible for installing, repairing and maintaining a wide range of fixed-site and mobile radio communications equipment used by the Milwaukee Police Department and other City Departments.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Shrea Smith Human Resources Representative at 414-935-7683.

Sincerely,

A handwritten signature in black ink, appearing to read 'J B N', with a large, sweeping flourish that extends to the left and underlines the letters.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ss
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/27/02 / 11/4/2022 01/22/2026		2. Present Incumbent: Various		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Milwaukee Police Dept.			Bureau:		Unit:
			Division: IT Division		Section: Radio Communications Section
6. Work Location: 4733 W. Vliet St.			Telephone: 935-7475		Work Schedule:
			Email:		Hours: 8am-4pm / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Electronic Technician 4				Pay Range	Job Code
Underfill Title (if applicable): Electronic Technician 3				3VN	7529PD
				3UN	7528PD
				3TN	7527PD
				3SN	7526PD
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

The Electronic Technician installs, repairs, and maintains a wide range of fixed-site and mobile radio communications equipment used by the Milwaukee Police Department (MPD) and other City departments.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
100%	<ul style="list-style-type: none"> Regular and consistent attendance. Install, repair and maintain fixed site radio communication equipment, for both OpenSky and APCO Project 25 (P25), such as GPS systems, base stations, voting receiver systems, IP dispatch consoles, control stations, power distribution systems, T1 shelves, T1-over-IP, fiber optics, routers, Ethernet wireless bridges, point-to-point microwave systems, channel banks, generators, wireless and wireline backhaul equipment, antennas, auxiliary receivers, combiners, multicouplers, and amplifiers.
	<ul style="list-style-type: none"> Install, repair and maintain OpenSky and P25 mobile radio communication equipment such as portable radios, mobile radios, control stations, consoles, speed measuring radars, radar speed trailers, lasers, chargers, and microphones.
	<ul style="list-style-type: none"> Ensure that all equipment is maintained to Federal Communications Commission (FCC) rules and standards using specialized equipment such as Spectrum Analyzers and Service Monitors.
	<ul style="list-style-type: none"> Develop, construct, repair, maintain, and install specialized or custom electronic systems using specialized techniques such as advanced soldering.
	<ul style="list-style-type: none"> Maintain communication with external agencies by use of the Inter-RF Subsystem Interface (ISSI).
	<ul style="list-style-type: none"> Maintain and troubleshoot communications with all local, county, state, federal, tribal, and military partners.
	<ul style="list-style-type: none"> Provide equipment and services (using the FEMA Incident Command System [ICS]) to facilitate communication at Special Events and dignitary visits.
	<ul style="list-style-type: none"> Pickup and deliver job-related equipment using City vehicles.
	<ul style="list-style-type: none"> Maintain communications facilities to ensure that they are clean and orderly.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Perform other duties as assigned. •

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Electronic Technician Supervisor.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position will receive general direction, and will perform most of the assigned duties with limited supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Electronic Technician 4

- Associate's degree in electronic technology, IT networking, or a closely related field from an accredited college or university.
- Three years of recent experience installing, repairing, and maintaining two-way radio communications equipment and working with IP networks, including T1 shelves, fiber optics and routers, Ethernet wireless bridges, point-to-point microwave systems, and channel banks.
- Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Electronic Technician 3

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- Associate's degree in electronic technology, IT networking, or a closely related field from an accredited college or university.
- Two years of recent experience installing, repairing, and maintaining two-way radio communications equipment and working with IP networks, including T1 shelves, fiber optics and routers, Ethernet wireless bridges, point-to-point microwave systems, and channel banks.
- Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Electronic Technician 2

- Associate's degree in electronic technology, IT networking, or a closely related field from an accredited college or university.
- One year of recent experience installing, repairing, and maintaining two-way radio communications equipment and working with IP networks, including T1 shelves, fiber optics and routers, Ethernet wireless bridges, point-to-point microwave systems, and channel banks.
- Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Electronic Technician 1

- Associate's degree in electronic technology, IT networking, or a closely related field from an accredited college or university or two years of recent experience installing, repairing, and maintaining two-way radio communications equipment and working with IP networks, including T1 shelves, fiber optics and routers, Ethernet wireless bridges, point-to-point microwave systems, and channel banks.
- Valid Wisconsin Driver's License at the time of appointment and throughout employment.

ii. **Desirable Qualifications**

- Previous experience repairing portable hand-held and mobile two-way public safety radios.
- Knowledge of Project 25, TDMA, encryption, conventional, simulcast, and trunking technologies.
- Cisco Network Certifications and/or Cisco-based IP network, routing, and configuration experience.
- Windows Server, VMware, Red Hat Enterprise operating systems experience.
- Experience with tower and antenna systems testing and diagnosis
- Experience with Surface Mount Technology (SMT).

iii. **Knowledge, Skills and Abilities:**

- Knowledge and understanding of electrical, electronic, and communications theory.
- Knowledge and understanding of Federal Communications Commission (FCC) rules and standards.
- Analytical and problem-solving skills to be able to diagnose and resolve technical problems occurring on mobile and fixed radio equipment.
- Ability to use technical equipment used in the diagnosis and resolution of electrical equipment failure.
- Soldering skills to be able to build, alter, and fix electronics.
- Knowledge of mathematics and basic algebra to figure basic calculations used in electronics.
- Computer and networking skills, including knowledge of job-specific and standard software programs.
- Ability to read and follow schematics, blueprints, and wiring diagrams.
- Ability to read and understand job-related documents such as policies, procedures, and manuals.
- Oral communication skills to be able to clearly explain technical information to staff.
- Written communication skills to effectively document work completed and respond to messages.
- Interpersonal and customer service skills, including the ability to relate well to sworn and civilian staff, vendors, and customers.
- Ability to work cooperatively and fairly with coworkers and patrons whose backgrounds may differ from one's own.
- Ability to work well both independently and as a contributing team member.
- Ability to plan, organize, and prioritize workload in order to meet deadlines.
- Ability to maintain facilities to ensure that they are clean and orderly.
- Honesty, integrity, and the ability to safeguard City equipment.

iv. **Certifications, Licenses, Registrations:**

ICS-100, ICS-200, ICS-300

Certification of the Incident Command System as a COM-L (Communications Lead), or a COM-T (Communications Technician)

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v. Other Requirements:

Valid Wisconsin Driver's License at time of employment

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

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<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input checked="" type="checkbox"/>	Other: The worker must not exhibit color blindness, as the worker must be able to differentiate cable color codes.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: <10%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools (please list):		
<input type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input checked="" type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):		

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- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The applicant should be able to recognize the specific colors and color codes associated with electrical wiring. This position is required to work on step ladders, rooftops, and in confined spaces. Position may require incumbent to regularly lift objects weighing up to 60 pounds and occasionally to 80 pounds.

- M. I believe that the statements made above in describing this job are complete and accurate.**

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.