

COMMUNICATIONS SUPERVISOR

DEFINITION

Occupants of this classification are in the classified service. This is a first line supervisory position responsible for supervising the installation, maintenance, repair, servicing, and modification of electronic, audio-video, electrical, radio, and other communications equipment. In addition, it develops plans for communications and electronic system improvements, and designs highly technical and complex communication systems and devices.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Assistant Fire Chief or his/her designee. Responsibilities include the supervision of the Communications Technicians, Community Services Officers and contract employees.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, supervises, coordinates, and performs repair and maintenance activities in the radio shop including the installation, repair, and maintenance of communication equipment including base, portable, and mobile radio, microwave systems, public address (PA) systems, and related electrical and electronic devices.
2. Reviews work orders, prioritizes work to be accomplished, and assigns personnel and equipment as needed.
3. Researches and prepares specifications for installations or competitive bid documents.
4. Schedules and sets priorities for the servicing, maintenance and repair of communications equipment.
5. Maintains a competent and motivated work force by training, developing and evaluating the performance of subordinates.
6. Assists in the hiring, training and disciplinary action of subordinate personnel.
7. Assigns and monitors the work of the Communications Technicians, Community Services Officer and contract employees including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
8. Effectively represents the City with the Federal Communications Commission ("FCC") and assures compliance with all FCC regulations.
9. Maintains accurate logs and records regarding repairs and modifications performed.
10. Maintains a thorough and accurate inventory of station, mobile, and portable communications equipment.

11. Maintains effective and cooperative working relationships with City employees in the assessment of needed communications maintenance, repair, or modification. Prepares equipment requirements and specifications for communication systems to assure acquisition of effective communications equipment.
12. Provides a monthly status report to the Assistant Fire Chief or his/her designee.
13. Keeps abreast of communication trends and new equipment.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Federal Communications Commissions rules and regulations.
- Equipment and methods used in the maintenance and programming of communications and related electrical equipment.
- Color codes used in telephone and electrical work.
- Technical electronic, microwave and radio theory.
- Solid-state circuitry and digital electronic circuitry devices.
- Applicable safety rules, practices and procedures.
- Training and supervision techniques.

Skill and Ability to:

- Plan, organize, assign and inspect the work of subordinate and contract employees
- Diagnose and repair malfunctions in communications equipment.
- Maintain records and preparing reports.
- Utilize tools and equipment for testing, adjusting and repairing of alarm, video equipment and communications equipment.
- Read and understand drawings, plans, diagrams, and sketches of radio, electrical and communications equipment.
- Operate radio transmitting and receiving equipment in accordance with FCC rules and regulations.
- Read, interpret and draft design sketches.
- Establish and maintain effective- working relationships.
- Foster a teamwork environment.
- Lead, coach, instruct and motivate subordinates.
- Express ideas clearly in both written and verbal form.
- Review and evaluate employee job performance.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license is required. Possession of a valid Federal Communications Commission General Radiotelephone Certificate or APCO Competency Certificate or NABER Certified Technician Certificate or NARTE Certificate, and an FCC Amateur Radio License, Technician Class or higher, is desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would

be: graduation from high school or equivalent, satisfactory completion of college level coursework in electronic and radio theory and four years of training or experience in the repair, installation, maintenance, service and inspection of communication and related electronic communications equipment, including two years of supervisory experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Require the ability to climb and work on ladders.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to wear protective apparel including goggles, face and hearing protectors, aprons, shoes, and respirators.
- May be required to work around moving mechanical parts and electrical current.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to office and outside environmental conditions.
- May be required to work evenings and/or weekends, as well as being "on-call" 24 hours.