

# Culver CITY

and the

## Fire Department

Invite Applications

For

## COMMUNICATIONS SUPERVISOR

**\$83,077 - \$101,405\***  
**annually**



Job Code# \_\_\_\_\_

Equal Opportunity/Affirmative Action Employer –  
M/F/V/D

### Salary

\*This position is scheduled to receive a 2.5% base salary adjustment effective July 1, 2018 and July 1, 2019.

### The City of Culver City

As the Los Angeles Times, The New York Times, and The Boston Globe have discovered, Culver City is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Handsome landmark buildings house cutting-edge media facilities and creative workshops. Downtown boasts a City Hall of stunning architectural beauty, and state-of-the-art movie theatres. Downtown Culver City is just blocks away from the iconic Helms Bakery design district and the internationally acclaimed architecture of the Hayden Tract creative industries hub.

Quality of life is the cornerstone to this exciting and vibrant city. The City prides itself in having stable, delightful neighborhoods with numerous parks, excellent schools and a diversified economic base. Deeply rooted in the entertainment industry, the City is home to major movie studios and postproduction houses. The City's safe and friendly ambiance provides great "walkability" through virtually all parts of the City.

The strategic location, the quality of life, and the warmth and charm of Culver City makes it an excellent community in which to live, work and play.

***Find out why the LA Times calls Culver City  
"Los Angeles' best kept secret!"***

### ATT 4 - Final Recruitment Bulletin

### The Fire Department

The Culver City Fire Department provides emergency services, including fire suppression, emergency medical services (EMS), technical rescue and hazardous materials mitigation, to the Culver City community. The Department also provides several other important supportive functions, such as fire prevention, emergency preparedness, and public education services. The Fire Department is comprised of six divisions: The Office of the Fire Chief, Fire Suppression, Emergency Medical Services, Emergency Preparedness, Fire Prevention, and Telecommunications. The Telecommunications Division of the Fire Department is responsible for the engineering and repair of all City radio equipment, 911 infrastructure, Emergency Operations Center (EOC), and portable audio equipment.

### How To Apply

**Filing deadline:** \_\_\_\_\_

A complete application, including copies of relevant degrees / certificates must be submitted for consideration. Applicants may download a City Application form at: [www.culvercity.org/jobs](http://www.culvercity.org/jobs) or in person from the Human Resources Department.

Individuals whose application materials are incomplete may not receive full consideration for the position. ***Please direct inquiries to [HR Analyst Name] at 310-253-5640 and refer to Job Code #\_\_\_\_\_.***

## Duties and Responsibilities

This classified position reports to the Assistant Fire Chief or his/her designee and functions as a first line supervisor to Communications Technicians, Community Services Officers and contract employees.

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 communication equipment. In addition, it develops plans for communications and electronic system improvements, and designs highly technical and complex communication systems and devices. 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.

Schedules and sets priorities for the servicing, maintenance and repair of communications equipment. Reviews work orders, prioritizes work to be accomplished, and assigns personnel and equipment as needed.

Researches and prepares specifications for installations or competitive bid documents.

Maintains competent and motivated work force by fostering a team environment and training,

## Duties and Responsibilities Cont.

developing and evaluating the performance of subordinates. Assists in the hiring, training and disciplinary action of subordinate personnel.

Keeps abreast of communication trends and new equipment. Effectively represents the City with the Federal Communications Commission ("FCC") and assures compliance with all FCC regulations.

## Minimum Requirements

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent. Satisfactory completion of college level coursework in electronic and radio theory. Four (4) years of training or experience in the repair, installation, maintenance, service and inspection of communication and related electronic communications equipment, including two (2) years of supervisory experience.

**LICENSES AND CERTIFICATES:** Valid California Class C driver's license. Valid Federal Communications Commission General Radiotelephone Certificate or APCO Competency Certificate or NABER Certified Technician Certificate or NARTE Certificate.

Desirable: FCC Amateur Radio License, Technician Class or higher.



## Benefits Package

The Benefit package includes:

- Deferred Compensation Plan. The City contributes **\$60** per pay period on behalf of employees that contribute a minimum of \$12 per pay period.
- Health benefits for employees and eligible dependents, i.e., vision, dental and medical insurance. Some employee contribution may be required.
- \$50,000 term life insurance for employee.
- \$700 for uniform allowance annually.
- \$50,000 term life insurance for employee;
- City paid retirement contributions (P.E.R.S.) Public Employees Retirement System.
- City provides \$40 per pay period education incentive for employee's that possess a BA/BS and \$60 for possession of a MA/MS.
- Generous leave programs:
  - *Sick Leave*: 104 hours annually
  - *Vacation Leave*: 80 hours annually to start
  - *Personal/Holiday Leave*: 48 hours per fiscal year-unused hours may be cashed or deposited to employee's deferred compensation account.

## Examination Procedures

Applications will be reviewed and the most qualified applicants will be invited to participate in a written examination (weighted at 50%). Applicants who successfully pass the written examination will be invited to participate in an oral appraisal interview (weighted at 50%). Candidates must achieve passing scores on all of the examination components for placement on the eligible list.