TELECOMMUNICATIONS SUPERVISOR

DEFINITION

Under general direction, to organize, coordinate, and monitor the system planning, recordkeeping, installation, maintenance, and repair of the City's two-way radio, mobile data, microwave, telecommunications, and other electronic equipment and devices; to serve as representative with other government agencies regarding licensing and communications functions; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for organizing, coordinating, and monitoring the work of staff assigned to the maintenance and repair of the City's telecommunications equipment.

EXAMPLES OF DUTIES

Coordinate and oversee the planning, installation, maintenance, and repair of the City's two-way radio, microwave, telecommunications, mobile data, mobile data terminals, and related electronic equipment and devices including close circuit camera, monitor, alarm, public address, light bar, and siren systems; provides layout and description of all communication sites for emergency repairs; performs systems analysis, testing, and troubleshooting utilizing electronic and computer diagnostics; performs site maintenance of 18 Ghz Digital Microwave, Multiplexer’s, Channel Bank Systems; maintains power systems including back-up emergency generators, battery, and UPS devices; maintains radio systems including voted repeater and repeated base stations, simplex and direct base stations, auxiliary receiving systems, duplexer, combiner, and antenna systems; maintains and repairs Motorola CentraCom II consoles and work stations and their support systems; maintains data systems including digital base stations and terminals, modems, messages switches and network control processors; insures proper maintenance and updating of F.C.C. licenses; coordinates the establishment and use of City frequencies; coordinates audio line installation and repair with utility companies; prepares reports for updating and expanding existing systems; assists with the design, installation, and repair of new communication and control systems; purchases hardware and equipment for shop services; maintains a full inventory of parts required for needed repairs; assists with the preparation and control of the shop budget; fabricates electronic devices for special applications; maintains records on all radio and related equipment used throughout the City in addition to maintenance and repairs performs; maintains the shop and work areas in a clean, orderly, and neat condition; participates in the City’s Disaster Preparedness Program; may be required to work after hours and on weekends.
TELECOMMUNICATIONS SUPERVISOR

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.
Possession of requisite F.C.C. General Class License and APCO or NABER Technician Certificate.
Motorola-in-Resident Certificate or National Training School Amateur License desirable.

EMPLOYMENT STANDARDS

Knowledge of:

• Principles, practices, requirements, and techniques of a wide variety of microwave and other communication equipment and electronics maintenance, installation, and repair.
• Principles of supervision and training.
• Electronic analog, digital radio and microwave systems.
• Telephone and data services as it relates to radio, data, and microwave systems.
• Basic computer operations and programming.
• Applicable laws and regulations related to installation and use of radio and telecommunications equipment.
• Tools and equipment in communication and electronic maintenance, installation, and repair.
• Requisitioning of parts and materials and inventory control.
• Vehicle electrical systems.
• Occupational hazards and standard safety precautions.

and

Ability to:

• Coordinate and oversee the City's communication system and electronic equipment needs.
• Provide supervision, training, and work evaluation for staff.
• Insure proper F.C.C. licensing for the City.
• Perform a variety of skilled installation, maintenance, and repair work on two-way radio, telecommunication, and electronic equipment.
• Program changes utilizing DOS and Windows software.
• Read and understand technical schematics, manuals, and drawings.
• Maintain adequate inventories of parts and supplies to meet repair needs.
TELECOMMUNICATIONS SUPERVISOR

EMPLOYMENT STANDARDS - (cont.)

- Work unusual hours or shifts as necessary.
- Maintain records and prepare reports.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to communication systems.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the City's communication functions with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from a two year certificate program from an accredited college, tradeschool, or military technical and electronics school or communication in two-way radio, telecommunication, and/or electronics.

Work Background: Seven years of progressively responsible skilled work in two-way radio, microwave, telecommunication, and electronic equipment installation, maintenance, and repair.

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