# 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.

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### 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 desirabe.

### **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 precaustions.

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# 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.

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# **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.

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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 twoway radio, microwave, telecommunication, and electronic equipment installation, maintenance, and repair.

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