

SENIOR COMMUNICATIONS ELECTRICIAN SUPERVISOR, 3691

Summary of Duties : Directs the activities of various crews engaged in the installation, construction, repair, maintenance, and modification of wire and electronic communication facilities of the Department of Water and Power communications system; may be responsible for the overall supervision of a communication section performing those duties; and does related work.

Distinguishing Features : A Senior Communications Electrician Supervisor is primarily concerned with the technical operation rather than the engineering design features of a communications system. Through subordinates supervisors, an employee of this class plans, directs and coordinates the work of a large number of employees in the Communications Electrician, Telephone Cable Worker and Radio Operator series, in order to preserve the continuity of the communication service and prevent impairment of Department functions. For more difficult assignments, the incumbent may receive engineer drawings and instructions. The incumbent also maintains an effective and cooperative relationship with agencies, companies, and authorities outside of the Department which are involved with the successful operation of the communications system. Work is checked for conformance to technical standards by review of reports.

Examples of Duties : Plans, directs, coordinates, and reviews the activities of the Communications Section of the Department of Water and Power related to the construction, installation, maintenance, and repair of communication facilities, including facsimile, radio telephone and radio telegraph receivers and transmitters, microwave equipment, mobile and stationary receiving equipment for power line and telephone carrier systems, telephone and telephone line repeating equipment, television, communication and control cables, and teletype, telautograph, alarm, public address, and office intercommunicating equipment; instructs subordinates regarding procedures to follow on difficult assignments; may supervise other Senior Communications Electrician Supervisors; directs the enforcement of Department and other safety regulations; co-ordinates, schedules, and inspects work performed on communication facilities by other Department units; reviews drawings, specifications, requisitions, and related documents to anticipate difficulties and to insure the availability of materials and equipment at work locations when needed; supervises experimental work;

Consults with representatives of the Federal Communications Commission, other governmental agencies, and other utilities concerning communication installations; consults with representatives of manufacturers regarding conformance of purchased items to specifications and to obtain information on new technologies; prepares requests for new equipment and makes recommendations for the

award of bids; maintains expenditure control on installation and maintenance work; supervises the preparation of the unit budget and of a variety of records and reports, including reports of work progress and project costs to management; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the operating principles of all types of communications equipment, including power line and telephone, radio telegraph, microwave, communication and control cables, and sound amplification equipment; a good knowledge of the methods, tools, materials, meters, and test instruments used in the installation, construction, repair, maintenance, and modification of communication facilities; a good knowledge of the common sources of trouble in such facilities; a good knowledge of the hazards involved in working on or near energized lines and equipment and of other necessary safety principles, practices and precautions; a good knowledge of Federal Communications Commission regulations pertaining to the operation and maintenance of Public Safety and Industrial Radio Services Communications systems; a good knowledge of methods of testing and test equipment for evaluating the operation of a large integrated communications system; a good knowledge of the principles of supervision; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of and the ability to interpret memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to adapt communications technology to particular problems and conditions; the ability to prepare rough sketches and interpret engineering drawings of electric and electronic communications installations; the ability to deal tactfully and effectively with officials, employees, and the public; the ability to keep records, prepare cost estimates and project to determine from reports, tests, and inspections the sources of trouble or failures of communication equipment and lines and to prescribe the soundest course of action; and the ability to plan, coordinate, and direct the work of a staff of technical and other employees.

Two years of experience as a Communications Electrician Supervisor or in a class at least at that level performing line supervision of employees engaged in the installation, maintenance or modification of wire or electronic communications systems is required.

Appointment to this position is subject to a one-year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license is required.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this

class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.