

Communications Electrician Supervisor
(Class Code 3689)
Task List

1. Supervises one or more crews engaged in the construction, installation, repair, maintenance, modification, operation of electronic and security monitoring and control systems, video systems, medical equipment, computers, avionics systems, and other communications systems including radio systems, radar, signal, communications carrier, voice over internet protocol (VoIP), telemetering, data display, data networks, public address and microwave radio systems.
2. Directs the work of crews composed of communications electrician series employees by delegating work assignments; providing technical direction in the more difficult phases of work assignments; inspecting completed work; and reviewing job orders, trouble reports, time reports and service records for completeness and accuracy.
3. Prepares and reviews reports and supervises the maintenance of records on such matters as budget requests, maintenance performed, equipment installed and employee performance.
4. Supervises the testing and inspection of equipment and communication circuits and lines for proper installation and conformance to specifications and instructions by using test equipment, hand tools, blueprints, circuit drawings and engineering specification sheets.
5. Directs the performance of field maintenance checks to determine communication system performance by using tools, instruments, test equipment, blueprints and drawings.
6. Ensures the restoration of a variety of equipment and lines during emergency situations to ensure the safe and proper operation of monitoring, control and communications facilities.
7. Directs the preparation of sketches, wiring diagrams and diagrams of communication system facilities to assist in the completion of work assignments and to serve as job documentation.
8. Conducts and directs the conduct of meetings to instruct subordinates on procedures for handling difficult phases of work, safety principles, practices and procedures, employee development, and Equal Employment Opportunity (EEO), principles and practices.
9. Prepares and directs the oral and written arrangements with representatives of utility companies, communications companies, City Department, other governmental agencies, contractors and vendors, regarding cooperative job schedules and service outages required for work activities.

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10. Plans work schedules, assignments, vacation and other leaves to meet workload commitments.
11. Confers with engineers on matters pertaining to job progress and difficult phases of work assignments.
12. Directs a program of systems inspection and analysis to develop plans for repair and modifications.
13. Directs and participates in the conduct of field surveys for the purpose of establishing emergency communications with other City Departments and other agencies.
14. Conducts meetings with employees and their representatives relating to grievances and discipline.