

COMMUNICATIONS CABLE SUPERVISOR (3800)

Task List

1. Supervises subordinate staff including Senior Communications Cable Workers, Communications Cable Workers, and Assistant Communications Cable Workers who install, inspect, maintain, troubleshoot, and repair different types of communications circuits including open wired communications circuits, multi-pair communications cables, gas-filled multi-pair communications cables, fiber optic communications cables, and conduits.
2. Supervises subordinate staff including Senior Communications Cable Workers, Communications Cable Workers, and Assistant Communications Cable Workers who install, inspect, maintain, troubleshoot, and repair different types of equipment associated with communications circuits including poles, crossarms, insulators, ground rods and lines, load coils, regeneration equipment, pressure gauges, pulse code modulation cable carrier systems, terminal boxes, call boxes.
3. Supervises the use of rigging equipment by subordinate staff to ensure the proper placement of equipment by using power winches, hoists, ropes, slings, and other types of rigging.
4. Supervises the placing and adjustment of lugs, screws, bolts, staples, nails, bands, and other fasteners by subordinate staff in order to install and maintain communication lines by using hand tools and hand held power tools (i.e pliers, hammers, screw drivers, drills, and saws).
5. Supervises electrical connections made by subordinate staff using lugs and screws or other connectors or splices in order to install and maintain communication lines by using hand tools and hand-held power tools (i.e. wire cutters, splicing tools, pliers, hammer, screw drivers, drills, saws, and soldering torches).
6. Supervises the testing of electrical characteristics (i.e. voltage, amperage, and magnetism) in order to install and maintain communication lines using electrical test equipment such as multi-meters, frequency testers, and pulse code modulation equipment.
7. Supervises the testing of circuits and equipment when installing is complete to keep communication lines functioning effectively using circuit testers such as fault locators, cable pair identifiers, transmission test instruments, and fiberoptic cable testers.
8. Modifies or originates plans and designs for the installation, relocation, repair, maintenance, and inspection of communications cables and associated equipment using wiring diagrams, plans, and maintenance manuals as a guide.

9. Inspects the work of subordinates by visiting sites where work is in progress, or has recently been completed.
10. Checks installations and observes area to assess potential hazards to people or to City property in the area.
11. Identifies training needs and recommends special training for subordinates to improve their knowledge in geotechnical engineering, soils testing, Civil Service rules and procedures, Departmental procedures, interpersonal skills, and in other subjects which will improve the quality of their work.
12. Ensure employees are informed about safe work procedures for working in streets and shop, handling tools and equipment with regard to the safety of the worker and others in the area where the work is being performed in order to avoid injury to self or others, damage to equipment and lost time.
13. Ensures employees follow Department of Water and Power procedures and State Safety Orders for having electric circuits de-energized in order to work safely near transmission lines.
14. Ensures employees follow Cal/OSHA regulations, State Safety Orders, and general safety procedures such as wearing protective clothing, hard hats, and/or safety shoes in areas where they are needed; keeping work area clean and clear; and ensuring proper ventilation when working in confined spaces to avoid injury to self and others.
15. Ensures employees are trained on how to apply cardiopulmonary resuscitation (CPR) or other appropriate first aid when needed for conditions such as electric shock, shock, falls, and burns.
16. Holds safety meetings or designates lead workers to hold them to inform and update employees about safe working procedures by posting information on bulletin boards, circulating memos and other written information, or sending or recommending employees to special training.
17. Schedules installation, relocation, or replacement of communications lines or equipment using information from work orders and giving consideration to the relative importance of various jobs, availability and abilities of personnel, and availability of equipment.
18. Schedules special inspections and repairs or replacement of communications lines or equipment based on reports of problems such as dead or noisy lines received as reports from supervisors or engineering sections, and routine report from subordinates.

19. Plans routine inspection and maintenance schedules for equipment such as trucks, bucket trucks, power winches, and hoists to make the most efficient use of time and materials and to cooperate with work schedules, as much as possible.
20. Provides information orally or in writing to engineering and warehouse sections regarding what supplies should be kept in stock, considering such factors such as the frequency with which they are needed, whether the supplier keeps them in stock locally, time required to get them, economy of purchasing in quantity, and age of equipment for which parts may be needed in order to provide a good balance between time equipment is out of service and cost of maintaining inventories.
21. Writes specifications for equipment to be purchased in order to adapt to technological changes and to perform work efficiently.
22. Discusses jobs with supervisors and with subordinates in order to arrange work activities and to resolve problems.
23. Writes procedures and methods for use of equipment in order to ensure that it is operated safely and efficiently.
24. Discusses job procedures and possible problems with groups such as engineers, overhead and underground personnel, other City departments, CalTrans, telephone company representatives, consultants, and water system workers in order to ensure that jobs are performed correctly and to coordinate activities of different groups.
25. Completes Safety Data Sheets for storage and transportation of hazardous materials in order to comply with Fire Department regulations and with other environmental regulations.
26. Ensures compliance with Department of Motor Vehicles regulations for safety inspection of equipment to be driven on public streets and highways and proper licensing of drivers.
27. Prepares section budget for the coming year in order to provide services at appropriate levels by reviewing staff, materials, and equipment used in the past year; considering major projects planned which may affect staffing and equipment needs; considering replacement needs and conversion to new technology; estimating changes in costs and staffing requirements; and by completing required forms.
28. Arranges transportation, loading, and work schedules for crews on out-of-town assignments in order to ensure that sufficient personnel are available to perform the work efficiently.
29. Reads reference material such as maintenance manuals and Department procedures manuals as a guide to procedures such as those for routine maintenance, security, and safety.

30. Performs calculations including estimates of work time required for jobs, distances, and quantities of materials in order to schedule work and to check calculations performed by subordinate personnel.
31. Records work performed by subordinate personnel in order to confirm regular inspection and maintenance schedules and record time required for major installations or repairs by keeping written reports and entries in a log.
32. Writes reports describing work performed and the condition of equipment to make recommendations for modification or replacement of the equipment using information obtained from subordinate personnel.
33. Completes written reports including job reports, supply requisitions, services records, and accident reports to meet department standards.
34. Sets an example of behavior, positive attitude toward work and coworkers, and good job performance for subordinates and coworkers by treating everyone with consideration, being sensitive to individual differences, arriving on time, and having work ready when promised.
35. Commends good work or performance in order to improve morale and to provide examples for others by praising good work, giving public recognition of outstanding performance, or issuing notices of commendation (Form 79).
36. Approves requests including the use of vacation and sick leave and changes to work schedules as needed in order to complete jobs on time.
37. Discusses problems with subordinates and reprimands or disciplines them when necessary, may receive grievances, and makes reports on these matters to the next level of supervision, when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.
38. Complies with the City Equal Employment Opportunity in such matters as assigning work or helping employees prepare for promotion and sees that subordinates are informed about the City's EEO policies in order to help develop better acceptance and working relationships among various groups of employees.
39. Interviews prospective employees for positions such as Communications Cable Worker and Assistant Communications Cable Worker in order to evaluate their qualifications, experience in type of work desired, and other requirements for work in City Departments.

40. Identifies training needs and requests or recommends special training for subordinates such as improving knowledge of communications equipment or classes given by the City in supervision, cultural diversity, and other subjects which will improve the quality of their work.
41. Completes performance evaluations and, as needed, counsels employees regarding performance factors such as quality and quantity of work, punctuality, attendance, and interpersonal relations in order to provide feedback to employees on how to improve work performance.
42. Disciplines employees according to progressive disciplinary procedures set by the department including counseling, documenting disciplinary steps taken, issuing "Notices to Correct Deficiencies", and recommending to Management Employee Services or to the Department Personnel Officer that formal disciplinary procedures be initiated in order to maintain high standards for work and behavior of employees.
43. Drives a vehicle in order to travel between job locations.
44. Uses a telephone, two-way radio, or cell phone to receive and to relay information to and from proper parties.