

Summary of Duties: Supervises and coordinates one or more crews engaged in the construction, installation, repair, maintenance and modification of electronic monitoring and control systems and other telecommunications systems including radio, radar, signal, telephone, fiber optic, telemetering, teleprinter, facsimile, carrier, closed circuit television, data transmission and data processing, microwave; and does related work.

Distinguishing Features: The class of Communications Electrician Supervisor is distinguished from a Senior Communications Electrician in that the latter is a skilled journey-level craft worker engaged in the installation, maintenance, repair and performance of work on various types of telecommunication systems and supervises a small group of Communications Electrician's. A Communications Electrician Supervisor is responsible for supervising one or more crews engaged in the above work.

Examples of Duties: Plans, lays out, schedules, assigns, supervises directly or through subordinate supervisors or lead workers, and inspects the work of one or more crews of Communications Electricians, helpers, and other employees; disseminates safety information to subordinates and assures that safe working conditions exist; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan; determines work priorities; establishes routine maintenance procedures and lays out and assigns nonroutine work; inspects work in progress and upon completion for conformance to plans, specifications, Federal Communications Commission regulations, and safety procedures; reviews and approves material orders, requisitions, time sheets, and work reports; reviews schematic, layout, and wiring diagrams for applicability, technical construction, and potential installation and maintenance problems; acts as liaison with other sections and departments in telecommunications matters; may supervise and work with a crew on special projects; conducts experimental research to meet the needs of special communications problems and for service improvement; makes special studies, investigations, and tests of communication equipment being considered for purchase; maintains equipment catalogs and records; writes specifications and prepares cost estimates and justifications for the purchase of equipment. May interact with contractors, be the site contact for administration of contracts, inspect and verify quality and quantity of contractor work for the installation and maintenance or telecommunications work. Conducts training sessions on new equipment or for familiarization with current changes and modifications to existing systems; and may act in the senior supervisor's absence; and may occasionally 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 telecommunications equipment, including power line and telephone, radio telegraph, microwave, communication and central

cables, and sound amplification equipment; a good knowledge of the methods, tools, materials, meters, and test instruments used in the installation, repair, maintenance, and modification of communication facilities, and in constructing and fabricating power supplies, amplifiers, oscillators, and special electronic detection and control devices; good knowledge of common sources of trouble in such equipment and devices; a good knowledge of the hazards involved in working on or near energized lines and equipment and of the necessary safety principles and practices; a good knowledge of the tests and test equipment employed in testing the operation of telecommunications equipment and lines and of the methods of carrying on such tests; a good knowledge of the Federal Communications Commission regulations pertaining to the operation and maintenance of Public Safety and Industrial Radio Services Communication systems; a good knowledge of the principles of supervision; a working knowledge of the operating principles of teletype equipment; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to adapt communications technology to particular problems and conditions;

The ability to adapt equipment, principles, and practices employed in work on various types of telecommunications equipment and facilities to particular problems and conditions; the ability to prepare and follow rough sketches using electrical and electronic symbols and principles; the ability to deal tactfully and effectively with officials, employees, and the public; the ability to keep records and make reports; the ability to supervise subordinates; the ability to determine from reports, tests, and inspections the sources of trouble or failures of telecommunications equipment and lines and to prescribe the soundest course of action in remedying such operational defects; the ability to coordinate, plan, and lay out the work of several crews of communications electricians; the ability to communicate effectively with employees and others, both orally and in writing; the ability to write memos and correspondence; and the ability to write lesson plans and instruct personnel in operation and maintenance of telecommunications equipment.

Two years of full time paid experience in the class of Senior Communications Electrician, engaged in line supervision of technical work on telecommunications equipment and systems with the City of Los Angeles; or two years of journey-level experience in a class at least at the level of Communications Electrician with the City of Los Angeles, engaged in the installation, construction, operation, repair, maintenance or modification of communications equipment may be substituted for each year of Senior level experience lacking is required for Communications Electrician Supervisor.

License: A valid California Driver's license and a good driving record may be required.

A valid Radiotelegraph or Radiotelephone General Class Operator's License issued by the Federal Communications Commission may be required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; hand and finger dexterity with both hands; good eyesight including the ability to differentiate between colors; and good hearing.

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