

## RADIO SYSTEM SUPERVISOR

### NATURE OF WORK

This is responsible technical work supervising and coordinating the installation, maintenance and repair of equipment associated with the City's 800MHz20 Channel EDACS Simulcast Trunking Radio System which provides wireless communications for analog and digital voice, mobile data and automatic vehicle location. This is a civilian position.

Work involves responsibility for coordinating and supervising the operations of the City's radio shop and for hiring, training, supervising and evaluating radio technicians involved in the installation, maintenance and repair of communication equipment. Work also involves design and oversight of the installation of the City's communication system, and assisting the Communications Coordinator in writing communication equipment system bid specifications. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies. Supervision is received from the Communications Coordinator with the work being reviewed in the form of reports, conferences and effectiveness of radio equipment. Supervision is exercised over technical and clerical employees.

### EXAMPLES OF WORK PERFORMED

Coordinates and supervises the operation of the City's radio shop; hires, trains, supervises and evaluates clerical personnel and subordinate radio technicians involved in the installation, repair and maintenance of radio communication equipment.

Diagnoses communication equipment problems and malfunctions; performs routine and emergency maintenance work; troubleshoots communication system malfunctions and proceeds or assigns preventive or corrective activities to keep the communication system operational.

Oversees and assists in the installation and testing of new communication equipment and systems.

Maintains, engineers, installs and inspects communication system equipment; supervises the maintenance of a variety of electronic equipment (i.e. radar, sirens).

Plans and maintains a repair/maintenance parts inventory system; orders stock and maintains the proper stock level of repair and replacement parts; obtains price quotes and initiates purchase orders for communication repair and maintenance parts.

Keeps current on all applicable laws and regulations in regards to the proper operation and maintenance of the City's communication systems.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of communication networks and circuits.

Thorough knowledge of the rules and regulations of the Federal Communication Commission.

Considerable knowledge of electrical codes.

Considerable knowledge of communication facilities and radio equipment.

Considerable knowledge of management practices and techniques as they pertain to the operation of a centralized communication system.

Ability to plan, assign and supervise the work of subordinate employees.

Ability to establish and maintain effective working relationships with system users and co-workers.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with four years of experience in the supervision of a communications radio shop; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid Federal Communication Commission General Radiotelephone License prior to completion of the probationary period.

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