

**SENIOR COMMUNICATIONS ELECTRICIAN SUPERVISOR
(CLASS CODE 3691)**

TASK LIST – 2021

Technical

1. Manages staff who installs, inspects, monitors, maintains, and repairs:
 - a. mobile or fixed transmitting or receiving equipment;
 - b. telephone systems;
 - c. portable or other radios;
 - d. microwave transmission repeaters and receiving equipment;
 - e. mobile and fixed receiving equipment for power line and telephone carrier systems;
 - f. wire, fiber optic, and telephone line repeating equipment;
 - g. closed circuit television equipment;
 - h. facility security and process alarm systems;
 - i. public address systems including microphones, amplifiers, speakers, and associated audio equipment; and
 - j. data systemsin order to keep all equipment safe and efficient for use.
2. Retrieves data from established databases, such as calendars for self and/or others, status of communications systems, or progress of special projects, in order to have information readily available.
3. Keeps informed of new types of communications technology and work techniques by reading trade journals, through conversations with manufacturer's representatives or other knowledgeable individuals, and similar activities in order to be prepared for changes in types of equipment, to make recommendations about new tools and equipment, and to recommend new techniques, equipment, and training to subordinates.
4. Consults with staff and reviews, examines, and recommends approval of engineering plans and specifications in order to assure the feasibility of operation, maintenance, and construction of communications systems.
5. Reads comments, makes recommendations, and approves proposed specifications for materials or equipment to be purchased in order to evaluate bids on various projects for conformance with specifications.

6. Approves inspection, maintenance, and/or other work schedules for communications systems or equipment prepared by subordinate supervisors in order to make the most efficient use of time and materials and to cooperate with work of other sections, divisions, and/or departments.
7. Exercises management control over maintenance, construction, and operation of communications systems by reviewing reports from subordinate supervisors, discussing problems with them, making personal visits to field sites, and taking action to correct any problems in order to assure work activities are in compliance with the department rules, regulations, procedures, City Administrative Code, and Federal Communications Commission regulations.

Budget

8. Prepares or assists in the preparation of the proposed annual budget for the section with assistance from subordinates in order to request funding for normal operations, equipment, personnel, and materials used in special projects.
9. Observes and controls the expenditure of funds for equipment, personnel, and materials used in the installation and maintenance of communications systems and special projects in order to take appropriate action before a project goes over budget.
10. Reviews invoices and approves the preparation of purchase orders by subordinates for supplies, equipment, and materials in order to be aware of expenditures and problems getting supplies, equipment, and materials and to ensure that they will be on hand when needed.
11. Prepares and/or recommends approval of requests for special or additional funding in order to complete work when unusual conditions occur such as unexpected changes in costs of materials required for maintenance or severe accidental damage to essential equipment.
12. Assists in the preparation of department and/or CAO budget hearings and other hearings and meetings in order to present division or department positions on personnel and equipment needs.

Oral Communication

13. Consults with other government agencies, other City departments, utility companies, suppliers of materials and equipment, contractors, and other interested parties to obtain or to provide information regarding matters, such as use of new technology, proposed changes in regulations, and long range planning for interconnected systems regarding installation, modification, and operation of communications systems, in order to ensure that systems are installed and operated according to regulations and that they interface appropriately with systems operated by other agencies.
14. Discusses matters, such as proposed projects, schedules, problems, and responsibility for various aspects of project and routine work, with: department management to obtain approval and authority to take action in accordance with the budget; agency representatives to coordinate actions and establish uniform objectives; contractors to clarify and interpret their responsibilities as established in the specifications in order to ensure projects are completed in a timely manner.
15. Holds and attends meetings with department management, other divisions, subordinates, and other interested parties regarding needs, cost, time required, urgency, deadlines for special projects, and changes in communications services in order to make recommendations, such as replacement of equipment, changes to different systems, or budget requests.

Written Communication

16. Writes letters, memos, and reports using word processing software on matters, such as budget recommendations, progress reports, descriptions of proposed projects, or status of communications systems, to department management, other City departments, and other interested parties and drafts text, such as newsletters, leaflets, or other documents, using word processing software, graphics programs and computer assisted drawing programs in order to coordinate work of those involved in a project and to provide information to engineers, subordinate supervisor, contractors, and other interested parties.

Safety

17. Develops and enforces injury and illness prevention programs and department safety rules by means, such as having information posted in work areas and having subordinate supervisors hold regular safety meetings, in order to ensure that employees are informed about City, department, and Cal OSHA requirements for safe work procedures in offices, shops, the field, and on or near energized electrical circuits.

18. Checks installations and observes field sites and other work areas when opportunities arise for conditions which might be hazardous to people or property in the area and takes appropriate action to correct the situation in order to ensure all work areas are safe for staff and the public.
19. Reads reports of accident investigations and takes appropriate actions, such as recommending changes in content or frequency of retraining, inspecting all equipment of the type which failed for similar defects, or taking disciplinary action, in order to avoid recurrence of accidents.

Supervision

20. Supervises a group of employees, assuring priority assignments are handled first and approves materials prepared by subordinates such as letters, memos, and reports on matters such as budget recommendations, progress reports, descriptions of proposed projects, or status of communications systems to department management, other City departments, and/or other interested parties; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
21. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
22. Observes employee performance, reviews work of employees, and monitors job progress by periodically reviewing information such as progress of work in relation to deadlines, number of complaints received, positive or negative comments from interested parties, and/or reasons for cost overruns or delays in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
23. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.

24. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
25. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or items inspected, and/or quality of work such as work products produced and/or repairs made in order to inform employees of job expectations.
26. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions, inappropriate conduct, or safety violations; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
27. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and trains employees by explaining and demonstrating work procedures and then observing employee performance; provides safety and/or other specialized training to staff and/or other employees; facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, testing materials, manuals, work area, computers, and software) are available in order to ensure employees are properly trained and provided relevant equipment and information.