

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**6/28/07****ASSISTANT COMMUNICATIONS ELECTRICIAN, 3684**

Summary of Duties: Assists with skilled work in the installation, construction, repair, maintenance and modification of electronic monitoring and control system, video systems, medical equipment, avionics systems, communications systems including radio, SCADA, radar, signal, telephone, telemetering, microwave, fiber optic, local/wide area networks, data transmission, and associated systems and equipment; and does related work.

Distinguishing Features: Employees in this class are concerned with the electronic, electrical and mechanical phases of a variety of monitoring, control and communications facilities such as fire dispatch and signal systems; fire, police, and other private City telephone systems; radio television, radar, paramedic, avionics, SCADA, fiber optic, telemetering, microwave, data transmission and control systems, local/wide area networks, and associated equipment. Much of the work is performed in the field and in proximity to energized equipment and may occasionally involve the hazard of climbing poles and working from ladders or aerial lift trucks. Incumbents may be required to work on a 24-hour rotating shift basis and in areas outside of the City.

An Assistant Communications Electrician works under close supervision in assisting journey level workers. The Assistant Communications Electrician may perform routine work of a repetitive nature without supervision.

Example of Duties:

- Assists and works with one or more Communications Electricians engaged in the work described in connection with that class;
- Installs and removes electrical and electronic communications equipment in fixed locations and mobile units; drills holes in auto bodies for radio antennas and other equipment; and
- May fabricate chassis, control panels, cabinets, brackets, and mounting devices by using punch and drill presses, sheet metal benders and shears, lathes, grinders, and related hand tools.

Qualifications:**Knowledge of:**

- Principles of electricity and electronic theory relating to signal, control, telephone, telephone carrier, radio, video, teletype, noise monitoring, public address, telemetering, microwave, radar, avionics, paramedic, and data transmission systems and electronic test equipment;
- Test equipment, tools, and materials employed in the construction, servicing, installation,

and repair of such systems and equipment; and

- Safety precautions and hazards involved in working on or installing energized lines and equipment.

Ability to:

- Use electronic test equipment, tools, and materials, employed in constructing, servicing, installing, and repairing such systems and equipment;
- Deal tactfully and effectively with officials and the public;
- Understand and work from communications plans, schematic diagrams, and other sketches and drawings, and oral and written instructions; and
- Prepare diagrams and sketches.

Requirements:

1. Two years of full-time paid experience in the installation, construction, repair, operation, or maintenance of electronic communications equipment; or
2. Successful completion of a two-year program in electronics at a recognized college or trade school; or
3. 30 semester or 45 quarter units in an electronics field of concentration at a recognized college or trade school; or
4. A military electronics technician course of 24 weeks or longer.

Note: Some positions in this class are designated as temporary training positions. Employment in such positions will be limited to a maximum of 48 months, during which the trainee must qualify for promotion to the Communications Electrician class.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform lifting up to 25 pounds and occasionally over 50 pounds; hand and finger dexterity with both hands; and good eyesight and hearing.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate 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 all of the duties and responsibilities, and required qualifications of any position shall be.