

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
COMMUNICATIONS TECHNICIAN SUPERVISOR - 1427

DEFINITION:

Under direction, to supervise and participate in the installation, repair, and maintenance of radio and sound communication and electronic equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, supervises, and participates in the work of skilled technicians and other workers;
- Adapts and alters communication equipment to meet specific operating needs;
- Supervises the training of apprentice technicians in electronic equipment maintenance;
- Maintains inventory of equipment, parts, and supplies utilizing computer-aided equipment and software;
- Supervises the troubleshooting, repair, and testing of mobile and portable two-way radios, test equipment, undercover devices, and other RF and electronic equipment, radio sites, dispatch centers, and fixed equipment infrastructure related to digital microwave, VHF, 800MHz Trunked, SCADA, and 700MHz;
- Analyzes and diagnoses the more technical installation, operation, and maintenance problems of radio and electronic equipment;
- Tracks installs, repairs, field service requests, and warranty items;
- Establishes preventative maintenance/radio maintenance schedules;
- Makes field inspections and tests of communication equipment;
- Prepares plans and estimates of needed materials and equipment;
- Isolates causes for interruption and interference of radio communications;
- Prepares equipment replacement schedules and recommends replacement equipment for obsolete or worn out units;
- Coordinates with engineering staff and outside vendors;
- Oversees a network maintenance operations center;
- Uses work order management software systems;
- Estimates job costs;
- Keeps records of operations, materials, and equipment and prepares written reports;
- Supervises, trains, and rates the work performance of shop employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Six years of full-time journey-level experience in communications electronics, which must include two years of troubleshooting and repair experience at the component level; **OR** Associate's Degree in Electronics Technology, **AND** four years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level; **OR** successful completion of a state-accredited four-year Communications Technician Apprenticeship Program, **AND** two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level; **OR** two years of full-time journey-level Communications Technician experience with the City of San Diego; **OR** any combination of experience and apprenticeship training as specified above equaling six years, which must include two years of full-time journey-level experience troubleshooting and repairing communications electronics at the component level. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** a passing score on any City of San Diego Test of Supervisory Ability (TSA).