

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNICATIONS TECHNICIAN SUPERVISOR

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:

- Schedules, assigns, supervises, and participates in the work of skilled technicians and other workers in the radio shop;
- 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;
- Analyzes and diagnoses the more technical installation, operation, and maintenance problems of radio and electronic equipment;
- 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;
- Keeps records of operations, materials, and equipment and prepares required 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 Announcement for updated minimum qualifications.

Successful completion of a State-accredited four-year Electronic/Communications Technician Apprenticeship Program, **AND** two years of experience in all phases of work as a journey-level Electronic/Communications Technician; **OR** six years of experience in all phases of work as a journey-level Electronic/Communications Technician; **OR** two years of experience as a Communications Technician with the City of San Diego. Possession of a valid FCC General Radio Telephone Operator's License and a valid California Class C Driver's License.

- * **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.