

## RADIO MAINTENANCE SUPERVISOR

### KIND OF WORK

First-level supervisory technical maintenance and repair work on electronic communications equipment.

### NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for providing supervision of the installation, maintenance and repair of mobile and base station radios, repeater station radios and consoles, telephone systems, computer radar equipment, and related electronic communications hardware. Trains radio and electronic maintenance personnel and prepares for future staffing needs. Conducts cost analysis of work performed. Provides emergency direction to field personnel. Directs parts and supplies inventory operation. Performs related work as required.

This class differs from lower level Radio Technicians and Electronic Technicians in that it formally supervises staff and may not have the specialized knowledge of electronic communications maintenance and repair. The class also differs from the Assistant Director, Electronic Communications in that it does not manage diverse functional areas and is not responsible for program budgets and strategic planning initiatives.

### EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Hire, train, discipline, promote, and evaluate unit personnel to ensure the availability of well-trained staff by complying with labor relations agreements, administrative procedures, and department policy; approving/disapproving leave, timesheets, expense reports, and overtime; completing promotional rating reports; writing letters of commendation and/or reprimand; evaluating, counseling, and cross-training staff in electronics and radio communication subjects; approving position descriptions.

Schedule, assign, and evaluate work of unit personnel so that work is performed in a timely and accurate manner by considering clientele requirements, monitoring for completeness, and checking for documentation and accuracy; assigning and reviewing work; setting deadlines; overseeing electronic communications equipment maintenance and repair.

Direct the installation, maintenance, and repair of electronic communications equipment so that operations conform to FCC regulations and equipment performs satisfactorily by assisting in the repair and maintenance of computers, CCTV, telephone systems, traffic radar, microwave radio systems, local and wide area networks, cable television networks, fiber optic networks, electronic scales, radio maintenance test equipment, and other electronic communications hardware; assigning and prioritizing work; ensuring repairs are correct and equipment operational; initiating performance checks and recording measurements of technical performance, keeping logs on repairs and installations; implementing a preventive maintenance program.

Coordinate inventory procedures so that necessary parts and equipment are stocked at appropriate levels and overhead costs are kept at a minimum by charging out all electronic consumable inventory as used; reviewing consumable inventory to establish reorder levels; keeping accurate records of fixed asset inventory transfers; performing annual fixed asset inventory.

Analyze cost control methods and coordinate cost accounting records on electronic equipment to evaluate effectiveness and provide maintenance costs by providing policy controls to repair and inventory operations; implementing and carrying out systems and procedures for maximum utilization of available resources and personnel; providing advice to Assistant Director on new system installations, system improvements, special studies, and other technical information so that reliability is maintained and costs are minimized.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Principles of supervision sufficient to hire, train, promote, and evaluate unit staff and achieve maximum utilization of human resources.

Standards and practices of installation, repair, and maintenance of electronic communication equipment sufficient to direct and assist staff in a variety of advanced technical equipment repair.

FCC rules and regulations governing usage and repair of electronic communications equipment sufficient to comply with federal transmitter tolerances and assure that work performed complies with these standards.

Tools and equipment used in the repair and maintenance of electronic communications hardware sufficient to coordinate the distribution and inventory of proper tools and equipment to technical staff.

Radio Maintenance Supervisor

Class Specification

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Ability to:

Troubleshoot problems within electronic communications equipment sufficient to direct staff in the identification and resolution of complex malfunctions.

Communicate effectively, both verbally and in writing, sufficient to train staff so that assignments are completed in a timely and accurate manner.

Analyze costs and recommend capital budget priorities sufficient to ensure efficient usage of monies for new and replacement equipment and supplies.

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Former Title(s): Radio Operator  
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