

Code: 3543

Title: COMMUNICATIONS & RADIO SHOP FOREMAN

SUMMARY: Supervises technical staff and participates in the installation, maintenance, repair and modification of communications-electronics equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, trains and evaluates technical staff involved in installation, repair, maintenance and modification of communications-electronics and related equipment;

Participates with communications maintenance crews in the installation, maintenance, repair and modification of communications-electronics equipment, such as base and mobile radios, microwave equipment (including single-sideband-suppressed carrier multiplex), hybrids, towers and related telephone equipment-control equipment, recording equipment, base station antennas and transmission lines, and sound distribution systems;

Repairs, maintains, and modifies emergency and warning lights used on county vehicles;

Operates frequency and modulating measuring devices and other radio test equipment;

Monitors and maintains communications-electronics equipment by testing, adjusting and repairing component parts;

Instructs subordinates in procedures and proper use of equipment;

Maintains appropriate documentation of work performed, as required by Federal Communications Commission (FCC);

Prepares specifications, evaluates new equipment, and makes modifications to existing equipment;

Oversees equipment maintenance schedules and parts purchasing, replacement and disposal;

Monitors contractor/vendor-supplied equipment, supplies and services for compliance with contract provisions;

Ensures safety of the operations and compliance with Federal, State and local polices and regulations;

Makes written reports on activities, both routine and of special project nature, and provides research data as required;

Maintains inventory, log book, and computerized databases;

Develops and recommends to management for approval the work-unit budget.

KNOWLEDGE & SKILLS:

Knowledge of:

- Federal Communication Commission (FCC) rules and regulations for operation and technical standards of communication equipment and systems;
- principles of communications-electronics theory;
- computer systems and databases;
- methods, tools, equipment and materials used in the maintenance of communications-electronics systems;
- design, operation and implementation of communications-electronics systems;
- principles and practices of employee supervision, training and performance evaluation.

Skill in:

- Comprehending and interpreting Federal Communication Commission (FCC) rules and regulations for operation and technical standards of communication equipment and systems;
- detecting defects in the operation of radio and communications-electronics equipment and making technical repairs, adjustments, installations and modifications;
- use and care of the tools and equipment used in the work;
- supervising, training and evaluating technical staff;
- monitoring contractor/vendor-supplied equipment, supplies and services;
- maintaining records in manual and automated systems and compiling reports;
- developing, implementing and monitoring work-unit budgets;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of a two-year course in electronics, electronic equipment technology and/or radio technology, or completion of a civilian technical or military communication/electronic maintenance school, and three years of electronic or radio equipment repair and maintenance experience, plus one year of lead or supervisory experience (which may be concurrent with general experience).

OR

(2) One year of experience with Pima County as a Communication Technician and one year of lead or supervisory experience (which may be concurrent with general experience).

(Additional relevant experience may substitute for aforementioned education on one-for-one year basis.)

(Additional relevant education may substitute for up to two years of experience on one-for-one year basis.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License may be required at the time of appointment. Some positions may require an appropriate Federal Communications Commission (FCC) license or certification at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Some positions may require the wear of safety equipment, ascend and descend ladders and stairs to reach and work upon elevated work platforms, climb communication towers, and the ability to differentiate between industry-standard color-coding of electrical/electronic components.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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