

## **CITY OF BURBANK**

### **COMMUNICATIONS TECHNICIAN SUPERVISOR**

#### **DEFINITION**

Under direction, to plan and supervise the work of radio and phone installation and maintenance; to perform the most complex technical oversight and work in the design, modification, installation, maintenance, and repair of a modern trunked, simulcast radio system as well as conventional radio and a wide variety of telephone, audio-video, electronic communications equipment, and MDT systems; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates assigned personnel in the installation and maintenance of radio, phone, and related communications systems; designs specialized communications units, determining the necessary circuitry and required components to modify and install equipment; installs, maintains, and repairs radio transmitters and receivers; oversees operation of City-owned communication and other electronic equipment for compliance with Federal Communications Commission regulations and maintains required records; oversees and adds, moves, and makes changes to the trunked, simulcast radio system; works with ICIS (Interagency Communications Interoperable System) and its participating cities on system uniformity and radio interoperability; designs, installs, and maintains MDT systems, complex phone systems, and paging systems; installs and maintains tape recorders, cameras, monitors, and other electronic communication equipment; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – electrical and electronic theory; the principles of automatic phone systems; the practices and methods of installing, maintaining, testing, and repairing electrical and electronic equipment; SIMS/NIMS EOC operations, standards, and procedures; Federal Communications Commission regulations on the operation of radio/telephone; California Occupational Safety and Health Act requirements; principles and practices of supervision, training, performance evaluations, and public relations.
- Ability to – design and modify trunked radio systems including software; design and modify radio equipment; locate and identify interruptions and interferences; interpret and prepare specifications for blueprints and drawings; operate a computer to install and optimize communication systems; make effective recommendations to revise programs, policies, and procedures; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Completion of one year of study with specialization in communication electronics at a technical institution or the equivalent and four years of recent experience installing, maintaining, and repairing radio transmit-receiving, audio-video equipment, microwave equipment, and computer MDT systems, with two years at a senior level.

**Special Conditions & Requirements:** Color Vision: Keen color perception.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent and a General Radio Telephone Operator’s License or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.