

CITY OF BURBANK

MANAGER COMMUNICATION SYSTEMS

DEFINITION

Under general direction, to manage, plan, and supervise the testing, maintenance, and installation of the City's communication systems; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, directs, and reviews the work of employees who test, maintain, and improve the City's communication systems; supervises, trains, and evaluates employees performing these functions; prepares and administers all work and leave time scheduling; oversees the installation and maintenance of radio transmitter and receiver stations, mobile or hand-held transceivers, public address systems, intercommunication systems and telephone systems; responds to customer requests regarding City communication systems; obtains necessary Federal Communication Commission (FCC) licenses and maintains equipment to comply with FCC specifications; responsible for the maintenance of record and reports; conducts safety programs; prepares budgets and special reports, makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - engineering principles and practices of communication systems; electrical utility distribution systems and equipment; applicable safety codes, rules, and regulations; principles and practices of sound personnel management and supervision.
- Skill in - effectively conducting communication systems testing, maintenance, and installation.
- Ability to - interpret electrical plans, specifications, and wiring diagrams; to prepare reports and studies relating to communication systems problems; to prepare and administer budgets; manage, plan, supervise, and evaluate the work of technical personnel; communicate clearly and concisely both orally and in writing; prepare clear and concise reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in electronic communications or a closely related field and two years of senior level experience in the installation and maintenance of municipal communication systems or four years of senior level experience in the installation and maintenance of municipal communication systems.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.