



## Career Service Authority

Page 1 of 6

# Electronics Technician Supervisor

### GENERAL STATEMENT OF CLASS DUTIES

Performs first level supervisory over skilled electronic technicians and other personnel performing repair and maintenance of specialized electronic and electrical equipment.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Electrical Supervisor, which supervises skilled and semi-skilled electrical trade workers in the operations, maintenance, and repair of City facilities and equipment. This class is also distinguished from Multiple Trades Supervisor, which supervises multiple skilled trades workers in the operation, maintenance, and repair of City facilities and equipment. In addition, this class is distinguished from Facilities Superintendent, which performs second level supervisory responsibilities over skilled trade employees involved in maintenance, repair or construction of city facilities.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

- Supervises skilled electronic technicians and other personnel who are involved in performing repair, and maintenance of specialized electronic and electrical equipment.
- Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.
- Reviews work upon completion for adherence to guidelines and standards and provide necessary feedback.
- Resolves problems/issues encountered by employees during the course of the assignment.
- Coordinates emergency repairs in the field.
- Conducts tests to ensure compliance with regulations established by the Federal Communications Commission (FCC).
- Troubleshoots circuits to the component level.
- Evaluates the cost of repairs and makes recommendations concerning contract repairs, service contracts and internal repair options.
- Evaluates and approves equipment for purchase, determines equipment specification and ensures parts, equipment and materials are available for use.
- Develops a preventive maintenance program.
- By position, supervises the administration of the electronic repair shop in the design, fabrication, repair, and installation of various electronic components required to keep the traffic signal systems operational.
- By position, participate in a design of the traffic signal system and operate a computerized master signal system.
- By position, install, calibrate, repair and maintain base stations, mobile radios, portable radios and all associated two-way radio systems.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Electronics** - Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

**Readings** - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Technical Problem Solving** - Troubleshoots diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Planning and Evaluating** - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

**Oral Communications** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Technology Application** - Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Arithmetic** - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Visual Color Discrimination** - Accurately matches or detects differences among colors, including shades of color and brightness.

**Electrical** - Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Memory** - Recalls information that has been presented previously.

**Mental Visualization** - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information (for example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan).

**Self-Esteem** - Believes in own self worth; maintains a positive view of self and displays a confident, capable image.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Creative Thinking** - Uses imagination to develop new insights into situations and applies new solutions to problems; designs new methods where established methods and procedures are not suitable or are unavailable.

**Computers** - Knowledge of circuit boards, processors, chips, and computer hardware and software, including applications and programming.

**Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Skill in reviewing work for accuracy and completeness.

Skill in estimating costs relative to the work assignment.

Skill in evaluating equipment and supplies considering cost and usefulness for the department.

***Physical Demands:***

Standing: Remaining on one's feet in an upright position.  
Handling: Seizing, holding, grasping, or otherwise working with hand(s).  
Talking: Expressing or exchanging ideas by means of spoken words.  
Hearing: Perceiving the nature of sounds by the ear.  
Lifting: Raising or lowering an object from one level to another (10-25lbs).  
Carrying: Transporting an object, usually by hand, arm, or shoulder.  
Near Acuity: Ability to see clearly at 20 inches or less.  
Color Vision: Ability to distinguish and identify different colors.

***Working Environment:***

Exposure to hazards from electro/mechanical/power equipment.  
Exposure to toxic chemicals.  
Temperature Changes: Variations in temperature from hot to cold when works in the field.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate supplemented by a certificate in electronics from a recognized training facility program.

***Experience Requirement:***

Three years of experience in electronic equipment repair and maintenance, which must have included bench repair to the component level in specialized areas such as traffic signal systems equipment or radio transmitting/receiving equipment.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

***Licensure and/or Certification:***

By position, requires FCC General Radio-Telephone Operator's License at the time of application.

By position, requires a valid Colorado Class "R" Driver's license at the time of appointment.

Completion of Career Service Authority supervisory training program prior to completion of the probationary period.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** 09/01/2005

**REVISED BY:** Hameed Pousti

**CLASS HISTORY** This class was originally established on September 16, 1995. This revision is to place the class specification into new format.