



Office of Human Resources  
Electronics Systems Technician Supervisor - CJ2512

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### General Statement of Duties

Performs first level supervisory over skilled electronic communications system technicians and other personnel performing design, configuration, modifications and maintenance of specialized electronic communication systems infrastructure 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.

### Essential Duties

Supervises skilled electronic communication systems technicians and other personnel who are involved in performing design, configuration, modifications and maintenance of specialized electronic communication systems, access control systems 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 assignment.

Coordinates emergency repairs in the field

Coordinates with vendors on system installation and partner with user agencies to determine future requirements.

Conducts inspections to ensure compliance with regulations established by various regulatory organizations.

Troubleshoots multiple IT devices for proper network communication and calibration, identify and repair hardware and software deficiencies.

Monitor IT systems for new outages or malfunctions.

Performs operational and project management work for unit or function.

Acts as a subject matter expert (SME) in a multitude of technologies, such as fiber optic backbones and IT communications network software and hardware.

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.

Supervises the administration of the electronic repair in the design, configuration, and installation of various electronic communication systems required to keep them operational.

Conducts hiring interviews and selects candidates.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action, initiates letters of reprimand and recommends disciplinary action.

Responds to employee grievances.

By position, may be required to be on-call to address emergent needs.

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

## Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

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

**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.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Skill in estimating costs relative to the work assignment.

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

**Level of Supervision Exercised**

Supervises two or more trades workers.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of experience in electronic communication systems infrastructure including current and future technologies.

**Education & Experience Equivalency**

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

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, requires FCC General Radio Telephone Operator's License by the end of the probationary period.

By position, requires State of Colorado Fire Suppression Systems Contractor-Backflow license

By position, requires State of Colorado Fire Suppression Systems Contractor license

By position, requires CCD Fire Pro A license

By position, requires a Mass Notification System Installer license

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color Vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Lifting: Raising or lowering objects weighing no more than 50 pounds, from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check

Employment Verification

By position, Motor Vehicle Record

By position, Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-11**

**FLSA Code: Y**

**Established Date: 7/4/2021**

**Established By: BM**

**Revised Date: 6/8/2022**

**Revised By: GS**

**Class History: Added by position statement to license requirements – Mass Notification System**