

Class Title: Radio Communications Systems Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Ensures reliable radio communication for police, fire, paramedics, and other city departments. Performs systems analysis on various communications equipment to determine repairs or customization needs. Presents system recommendations to departments and determines the communication need, and provides on-call service.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages 800 MHZ system by reviewing system usage and diagnostics with the system management terminal, system watch terminal and Smartnet management system.
2	L	Coordinates subscriber programming by establishing radio models for each department for the trunking system based on their communication needs.
3	L	Maintains the operation of the trunking system and repairs conventional radio systems by making necessary changes to public safety dispatch consoles for police, fire, and paramedic users.
4	L	Supervises employees by performing quarterly reviews and monitoring their daily activities.

CSC Adopted: October 2001, CSC Revised: April 2016

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience in Simulcast Trunking Systems.
Certifications and Other Requirements	Valid Driver's License may be required, FCC General Radio Telephone Operator's License or NABER Certification within six months of employment.
Reading	Work requires the ability to read technical documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and trigonometry.
Writing	Work requires the ability to write technical documents.
Managerial	Managerial responsibilities include upgrading, setting up, and integrating equipment, and training users.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Complete work orders, testing equipment, repair or replacement of parts
Sitting	F	Computer, desk work, testing equipment, mounting brackets, running cable
Walking	F	Material, supply and tool retrieval, inter-office, meetings, to/from offsite jobs
Lifting	F	Boxes, equipment, parts, office supplies, tools
Carrying	F	Boxes, equipment, parts, office supplies, tools, ladders
Pushing/Pulling	R	Cable installations, installation, repairing, replacing of parts
Reaching	R	Mounting equipment, brackets, equipment, antennas, on shelves
Handling	F	Boxes, equipment, parts, office supplies, tools, ladders
Fine Dexterity	F	Computer keyboard, equipment repair, writing, soldering
Kneeling	O	Installing mobile equipment, repair or replacement of parts
Crouching	O	Installing mobile equipment, repair or replacement of parts
Crawling	O	Installing mobile equipment, repair or replacement of parts
Bending	O	Picking up boxes, equipment installation, repair or replacement of parts
Twisting	O	Picking up boxes, equipment installation, repair or replacement of parts
Climbing	O	Ladders
Balancing	O	Ladders, reaching
Vision	C	Computer, desk work, reading, observation, installation, repair or replacement of parts, driving
Hearing	C	Telephone, co-workers, customers, vendors, meetings, environment, radio performance
Talking	C	Telephone, co-workers, customers, vendors, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, Unix Operating System, QBIC Maintenance System, FoxPro, Pro Com, MOSCAD Graphics Master Central, NCP 500 Mobile Data, Smartnet Information Management System (SIMS), OB4, Advantage Financial System (AFIN), voltmeter, multimeter, watt meter, ladder, soldering and desoldering stations, oscilloscopes, service monitors, frequency counters, general hand and workshop tools

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Goggles, ear plugs, hard hat, safety shoes, tower climbing safety belt

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)