



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 448.5

Job Title: **ASSISTANT COMMUNICATIONS SUPERVISOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Assists with the general administration of radio communication systems operation, equipment maintenance and service technician coordination and direction.

### **RESPONSIBILITIES:**

- Supervises shop and repair operations, including bench and drive-in repairs, installations and relocations; inspects and verifies completions.
- Oversees work schedules; sets production goals and priorities; reviews work performance.
- Prepares and submits required records and reports.
- Supervises inventory and maintenance of parts and supplies.
- Assists in developing annual section budget.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Modern Electronics or a closely related field.

#### **EXPERIENCE:**

Four years of practical electronics work experience are required.

Practical electronics work experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations and pay changes of non-supervisory personnel.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Communications Technician  
Senior Communications Technician  
Assistant Communications Supervisor  
Communications Technician Supervisor

*Effective Date: October 1990*

*Revised Date: July 2000*