



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 643.4

Job Title: **MOBILE TECHNOLOGY TECHNICIAN SUPERVISOR**

Pay Grade: 19

GENERAL SUMMARY:

Supervises and coordinates Mobile Technology Technicians in the installation, configuration, updating, and removal of emergency electronics and/or equipment in City vehicles.

RESPONSIBILITIES:

- Plans, organizes, trains, and supervises personnel in the installation, configuration, updating, troubleshooting, and removal of consoles, controllers, antennas, horns, computer systems, video systems, radio/transmitter systems, sirens, auto body light systems, light bar systems, license plate readers, docking stations, radars, cameras, gun racks, and other first responder-required electronics and/or equipment in City vehicles.
- Coordinates, schedules and monitors work assignments to ensure work order completion and a safe environment.
- Plans efficient work methods and procedures to improve workflow.
- Responds to complaints and inquiries related to security and operation problems to clarify procedures in the absence of established guidelines.
- Orders and maintains inventory of supplies, including equipment records.
- Performs various administrative activities.
- Works in the field as necessary to complete work orders.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires specialized training in procedures, practices, routines, or techniques in a specific area or trade attainable through education and/or training programs of no less than 18 months and up to 2 years in duration beyond a high school level.

License: Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Four years of electronics work experience is required.

SUBSTITUTION: An Associate' degree in computer science, instrumentation or electronics discipline may be substituted for the technical/specialty program.

SPECIFICATIONS: (continued)

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 in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to moderate expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The manager generally plays a substantial role in setting objectives and organizing work.

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.

CONTACTS:

Internal Contacts:

Level of contact is primarily with clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g. scheduling and/or coordinating calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the right answer.

PHYSICAL EFFORT:

The position routinely requires stooping, bending and/or lifting of items to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

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

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerances and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned presence space with in moderate tolerance demands.

MISCELLANEOUS:

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

JOB FAMILY:

Mobile Technology Technician
Senior Mobile Technology Technician
Mobile Technology Technician Supervisor