



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 448.6

Job Title: **COMMUNICATIONS TECHNICIAN SUPERVISOR**

Pay Grade: 25

GENERAL SUMMARY:

Supervises and administers technical direction in the installation, maintenance and repair of City communications systems, including mobile and base-station radio systems, microwave systems, and data communications and telephone network systems.

RESPONSIBILITIES:

- Supervises and directs communications technicians and specialists assigned to the division; evaluates work performance.
- Prepares, reviews and updates design and construction specifications for radio and communications systems.
- Prepares bid specifications for the purchase of communications equipment; reviews bids; recommends bidder selections.
- Inspects radio facilities under construction to ensure compliance with approved specifications.
- Develops and implements division operating procedures; advises staff of new and changed procedures.
- Prepares documents required for FCC licenses and FAA permits; maintains files; submits renewal applications as required.
- Assists in coordination of City's shared Communications Facilities Projects.
- Reviews periodicals and federal publications for revisions in regulations and applicable technologies.
- Prepares annual section budget.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Six years of practical electronics work experience are required.

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

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

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

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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