

IT ELECTRONICS COMMUNICATIONS SUPERVISOR

DEFINITION

Plans, schedules, and supervises the installation and maintenance of a wide variety of electronic communication and telecommunication equipment and systems and equipment throughout the District.

TYPICAL DUTIES

Supervises the assembly, replacement, installation, repair, modification, and maintenance of a variety of digital and analog electronic communication and telecommunication systems and equipment. Writes specifications for equipment used in electronics courses and for tests on instructional equipment.

Supervises and participates in the preparation of specifications for electronics maintenance materials, contracted electronics work, and force account job planning packages.

Supervises and participates in the preparation of reports, time sheets, requisitions, and related documents.

Confers with representatives of units or departments regarding the need for electronic equipment.

Prepares specifications for electronic equipment to be purchased, and evaluates and supervises the inspection of contracted electronics work for compliance with specifications.

Supervises contractual procedures.

Ensures compliance with applicable collective bargaining agreements.

Prepares correspondence, reports, instructions, and descriptions of tasks and related documents.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with District procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy and applicable laws and regulations.

Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Electronics Communications Supervisor plans, schedules, and supervises the installation, maintenance, and repair of electronic systems and equipment throughout the District.

The Electronic Technical Supervisor is responsible for technical direction of personnel involved in IT system installation, maintenance, repair, planning, inspection, and related functions, and determines and controls standards and specifications of equipment, material, and quality for electronic and communication system work performed by contractors and District personnel.

A Senior IT Electronics Communications Technician provides work direction regarding the day-to-day activities of technicians and contractors and prepares plans and specifications for new installations and alterations.

SUPERVISION

An IT Electronics Communications Supervisor receives general direction from the Deputy Director of IT, Infrastructure Project Management, Director or Deputy Director of Information Technology - Customer Support, or Senior IT Infrastructure Project Manager. General supervision is exercised over Senior IT Electronics Communications Technicians, IT Electronics Communications Technicians, and other lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Division 25 specifications and related District specifications
- National Electrical Code (NEC) requirements as applied to conduit, low voltage, and optical fiber cabling installation
- TIA/EIA Telecommunications Building Wiring Standards
- BICSI Telecommunications Distribution Methods
- Theory and methods in the areas of public address and intercommunications systems, Local area network (LAN), Closed Circuit Television (CCTV), Cathode Ray Tube (CRT), electronics, commercial sound and audio distribution, radio frequency communications, and intrusion alarms
- Principles of electricity, including AC and DC circuits
- Electronic test equipment used in construction, service, and maintenance work
- Schematic wiring diagrams, blueprints, and symbols
- Safety regulations, standards, and practices relative to installation and repair of electronic equipment cable plants
- Terminology, phrases, and conditions used in contracts, construction documents, and specifications
- Troubleshooting techniques applied to digital and analog circuits
- Principles of organization and personnel management
- District disciplinary procedures
- Pertinent employee health and safety laws and regulations, District policies, and procedures
- Treatment of hazardous materials, specifically lead and asbestos
- Pertinent provisions of labor contracts
- Supervisory and managerial techniques

Ability to:

- Estimate time, cost of materials, and labor accurately
- Use a variety of electronic sound, communication, and test equipment
- Write clear and concise reports
- Read, interpret, and use blueprints, plans, drawings, wiring diagrams, and specifications
- Operate computers, including proficiency in using Microsoft Word, Excel, Access, and help desk/service desk management software such as Peregrine or Remedy
- Recognize, analyze, and deal effectively with problems and issues
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure with multiple priorities and short deadlines
- Train and supervise effectively
- Speak clearly, concisely, and effectively
- Prepare reports and write clearly, concisely, and convincingly in conveying technical information

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 60 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Normal color vision to distinguish color keys, conductor color codes, and video images
- Normal hearing to diagnose, adjust, and repair sound reproduction equipment
- Normal visual acuity to adjust television and camera systems
- Normal sense of smell to detect burning equipment or electronic systems

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in analog and digital circuitry and in the detection and repair of electronics equipment malfunctions.

Experience:

Six years of journey-level or higher experience in construction, repair, maintenance, and installation of electronic systems such as local area network cable plants, television distribution systems, closed-circuit television (CCTV), intrusion alarm systems, or public address systems/inter-electronics systems and/or the installation and support of PBX and VoIP systems. An Associate Degree in electronics technology or related field, or completion of a recognized electronics apprenticeship program may be substituted for two years of the required experience. A Bachelor's Degree in electronics technology or related field may be substituted for up to four years of the required experience.

Special:

Valid certification in one of the two following areas is preferable:

1. IT Infrastructure:

- a. Valid BICSI ITS Technician Certificate.
- b. International Society of Certified Electronic Technicians (ISCET) Specialties: Video, Consumer, Computer, Communications, or Audio.
- c. Electronic Technicians Association (ETA) Specialties: Video distribution, Consumer, Audio, Computer, Telecommunications, Wireless Communications, or Personnel Communications (cellular); a valid Certified Electronics Technician (CET) Senior Certificate.

OR

2. IT Telecommunications:

- a. Cisco Certified Network Administration (CCNA).
- b. Cisco Certified Professional (CCNP) or Cisco Certified Security Professional (CCSP).
- c. Network +.
- d. VoIP systems.
- e. Avaya certification granted within the last five (5) years or demonstrated experience in servicing of Avaya hardware and software systems within the last five (5) years.

A Facilities Planner Training Program certificate is required upon completion of the probationary period.
A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.
2. Employees in this class may be required to work nights and weekends in emergencies.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
01-30-13
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