

ELECTRONICS TECHNICAL SUPERVISOR

DEFINITION

Provides technical direction over the development, planning, installation, and repair of IT systems and equipment of the District, including control of specifications, procedures, scheduling, and expenditures for new installations, modernizations, and refurbishment projects.

TYPICAL DUTIES

- Provides technical advice to District and contracting architects, designers and engineers, regarding installation and maintenance of voice, video and data systems and equipment, including, but not limited to public address and paging systems, telephone systems, intrusion detection systems, and CCTV and converged networks.
- Establishes, directs, and participates in the development and maintenance of standards for tools, materials, and equipment used in electronic installations and prepares lists of standard materials and equipment for purchasing.
- Participates in the development of services contracts for the acquisition of IT related equipment, materials and services.
- Supervises, prepares, and participates in the development of District IT specifications, IT system design criteria, standard details, working drawings, budget estimates for projects, and guides for work methods and procedures.
- Ensures adherence to established standards by conducting inspections and meetings with lower level technical personnel to inform them of deviations from standards and corrective action required.
- Exercises control over projects by establishing long-range priorities and adjusting schedules as required, assisting in design preparation, maintaining status records, coordinating projects with construction units, and maintaining expenditure records.
- Devises and conducts tests of material, tools, and equipment to assure conformance with building codes, industry standards and District specifications.
- Leads and coordinates the integration, testing and acceptance of non-ITD systems such as building automation controls connection to the Districts enterprise IT systems.
- Coordinates and assists in planning, scheduling, and equipment selection for installation or modernization projects with school personnel, vendors, and government officials.
- Reviews and evaluates designs for electronic systems for conformance with approved standards and specifications.
- Assists in the preparation of IT systems project budgets and conducts surveys and prepares reports that provide detailed estimates of present and prospective electronic system costs and needs.
- Approves requisitions for equipment and materials and reviews requisitions and purchase orders for compliance with established procedures.
- Coordinates installation and changes in electronic services and provides information concerning District electronic standards and specifications with other District personnel, contractors, engineers and architects.
- Arranges and conducts in-service training programs relating to electronic systems and equipment for District employees.
- Analyzes problem situations and develops solutions by adapting techniques and materials.
- Reviews periodicals for information on new products and materials and evaluates new products for

efficiency and practicality.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 work performed by contractors and District personnel.

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

An IT Infrastructure Project Network Engineer provides technical expertise on projects; and leads or implements the installation or upgrades of computer, data, telecommunication, public address, CCTV, CATV, and intrusion alarm systems for schools and offices.

SUPERVISION

General direction is received from a Deputy Director of IT, Infrastructure Project Management
Technical supervision is exercised over lower-level technical personnel such as Senior IT Electronics Communication Technicians. Technical supervision is exercised over District standards, procedures, methods, and materials related to electronic systems and equipment.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, processes, and materials used in LAN, WLAN and converged systems, including design, construction, installation, and maintenance
- Testing and inspection methods for IT systems and equipment
- Relevant vendors, materials, and services provided in Information Technology systems
- Terminology, phrases, and conditions used in contracts and specifications
- Applicable government codes, orders, and ordinances
- Applicable industry standards related to the installation and maintenance of IT systems, including but not limited to: Institute of Electrical and Electronics Engineers (IEEE), American National Standards Institute Telecommunications Industry Association (ANSI TIA) and Building Industry Consulting Services, International (BICSI)
- Fire and safety regulations pertinent to electronic equipment and IT systems
- Methods and procedures used in planning and estimating projects

Ability to:

- Plan and organize IT systems installation and maintenance programs
- Develop techniques for defining project budgets
- Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings
- Write clear, concise instructions and reports
- Compile and analyze data from surveys, studies, and inventories
- Work effectively with school, business, and government administrators and other employees
- Apply engineering principles to the solution of IT systems problems of considerable difficulty
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in electronic engineering or a related field. Additional qualifying experience installing, maintaining, or repairing electronic systems, electronic engineering, or a related field may be substituted on a year-for-year basis if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Two years of job planning or inspection at or above the senior craft level in electronics installation and repair.

Special:

A valid California Driver License.
Use of an automobile.
BICSI RCDD certification is preferable.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JAP