

RADIO COMMUNICATIONS SUPERVISOR

DEFINITION

Coordinates and evaluates the District's radio and microwave communications systems to ensure that communications systems are maintained and supervises the activities of the Radio Unit. Responsible for assuring compliance with the regulations of the Federal Communications Commission (FCC).

TYPICAL DUTIES

Ensures the implementation and maintenance of radio communications systems and related equipment for the School Police Department, Transportation Services Division, Maintenance and Operations, Emergency Operations Centers and all school campuses.

Plans basic layout of communications systems to meet specific needs and works with manufacturers to implement new systems or modify existing systems.

Manages service contracts for radio systems and related equipment.

Develops methods to improve communications system coverage and to standardize equipment.

Confers with the Procurement Services Group to develop bid specifications for contracts and makes recommendations for contract procurement of new radio systems and equipment.

Determines the need and practicality of establishing additional communications systems and the type of such systems and provides technical advice on the implementation of systems.

Ensures that all test equipment related to microwave and radio is calibrated to verify equipment meets Federal Communications Commission (FCC) requirements.

Reviews periodicals for information on new products and materials and evaluated new radio technologies.

Writes technical specifications for equipment and directs testing of equipment prior to use.

Confers with various department representatives to evaluate equipment and training requirements.

Prepares radio equipment operation and training manuals for use by various District personnel.

Observes and monitors the use of communications equipment to ensure that systems are used in compliance with FCC regulations.

Prepares equipment room layout plans and directs the installation of communication equipment.

Assists in developing emergency preparedness communications procedures for all District schools and offices.

Prepares training materials and conducts presentations for emergency preparedness purposes.

Establishes and supervises inventory control and record-keeping procedures.

Keeps logs on radio system backup generator and schedules regular preventative maintenance.

Performs emergency repairs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Radio Communications Supervisor evaluates the District's radio and microwave communications systems and coordinates the installation of new systems and modification of existing systems and is also responsible for the compliance with related FCC regulations.

The Senior Director, Information Technology is the administrative head of a group of branches or units within the Information Technology Division.

A Radio Communications Technician diagnoses malfunctions of the radio communications system, repairs and maintains elements of the system, modifies existing systems and equipment, integrates existing systems to new systems, and inspects the work of radio-maintenance contractors.

SUPERVISION

General supervision is received from the Senior Director, Information Technology or designee. Supervision is exercised over Radio Communications Technicians and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Federal Communications Commission regulations regarding two-way radio and microwave systems and operations
- Digital technologies such as P25 and various modulation schemes such as LSM (Linear Simulcast Modulation), CQPSK, and C4FM
- Electronics theory as related to two-way radio communications equipment
- Radio communications as it relates to public safety
- Networking principles, protocols, and infrastructure related to radio communications and systems
- Principles related to encrypted and secure communications such as AES and DES
- Standard technical procedures involved in troubleshooting radio and microwave systems
- Principles, practices, methods, terminology, and trends in microwave and radio used to support two-way radio systems
- Safety practices related to the operation and maintenance of RF related equipment
- Various types of radio systems such as conventional and trunking radio systems
- CAD systems as they relate to dispatching
- Logging recorders as it relates to radio dispatching
- Microsoft Windows Operating Systems and Office Suite programs
- Principles of supervision

Ability to:

- Read and use a variety of schematics, plans, and specifications
- Operate test equipment related to the maintenance of microwave and radio communications
- Work effectively with District personnel and representatives from public agencies and private firms
- Inspect and evaluate maintenance work completed by others
- Communicate technical information orally and in writing
- Review coordination letters from the FCC
- Maintain various databases
- Train District personnel in the operation of equipment
- Plan basic layout designs for two-way radio communications systems and equipment
- Operate a computer and associated peripheral equipment
- Supervise effectively

Special Physical Requirements:

- Climb and work from ladders
- Visual acuity to read schematics, detailed plans, and gauges on test instruments
- Lift components and test instruments that weigh up to 60 pounds
- Good color perception for color key and color-coded wire discrimination

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by training in the repair of two-way radio and microwave communications systems.

Experience:

Four years of experience within the past six years, preferably in a supervisory capacity, in servicing and maintaining two-way radio and microwave communications systems operating in the Private Land Mobile Service under FCC Rules, Part 90.

Special:

A valid Federal Communications Commission General Radiotelephone Operator License.
A valid California Driver License.
Use of an automobile.

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.

Revised
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JPK