

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: COMMUNICATIONS TRADES SUPERVISOR (Range S-25)

#### **BASIC FUNCTION:**

Under the direction of the Assistant Director-Maintenance and Operations, plan, organize, coordinate and supervise the repair, installation, maintenance and special projects of the skilled communications electronics tradesmen; prioritize, review, schedule and assign daily work and other maintenance projects; train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate and direct the repair, installation, maintenance and special projects of the skilled electronics tradesmen; drive a vehicle to visit work sites to review and inspect work in progress and completed projects. *E*

Supervise and participate in the troubleshooting and repair of Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades; inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair as related to Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades. Assure proper completion of work orders. *E*

Receive and review incoming job orders; plan, organize, prioritize, schedule and assign daily work and other maintenance projects; coordinate responses to emergency calls; review and make recommendations for changes of plans for new construction. *E*

Research, evaluate and confer with vendors regarding department supplies, materials and equipment; order and inventory supplies and materials according to established procedures; coordinate work with contractors as needed. *E*

Recommend the replacement of fire, safety, security, video surveillance cameras, or health hazards issues; instruct staff in safe work practices. *E*

Evaluate equipment for replacement or discard as appropriate. *E*

Train, supervise and evaluate the performance of assigned staff; process personnel records; make recommendations concerning staffing; interview, select, terminate and discipline assigned staff according to District policies and procedures; conduct in-services as assigned. *E*

Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned; operate a computer as assigned. *E*

Operate various hand tools and equipment. *E*

Communicate with vendors, contractors, State and County inspectors, District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects; confer with District personnel regarding Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio materials, specifications, maintenance needs, District policies and procedures. *E*

Oversee the operations of the mail room as assigned; evaluate postage equipment for replacement; coordinate postal procedures in services for processing of bulk mail. *E*

Participate in the establishment and implementation of a preventive maintenance program. *E*

Assist in determining needed equipment, materials and supplies for the communications department; requisition in a wide variety of supplies, maintenance tools and equipment. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Requirements of maintaining Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment and systems in good repair.

Energy Management Systems (EMS) as related to Fire & Security Alarms, and Video Surveillance.

Technical aspects of Fire & Security Alarms and Video Surveillance and electronics.

Proper methods, materials, tools, terminology and equipment used in the electronics trades.

Operation of a computer terminal and data entry techniques.

District organization, operations, policies and objectives.

Principles of training and providing work direction.

##### **ABILITY TO:**

Plan, organize, coordinate and supervise the repair, installation, maintenance and special projects of the journey-level electronics crew.

Prepare clear, complete and concise records and reports. Keep abreast of emerging technology.

Perform a variety of responsible duties related to the supervision of communications trades activities.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Plan, organize, prioritize, review and assign daily work and deferred maintenance projects.

Estimate cost of materials and labor.

Train, supervise and evaluate the performance of assigned staff.

Operate a computer terminal.

Read, interpret, and work from blueprints, shop drawings and sketches.

Inspect electronics equipment and systems for maintenance and repair needs.

Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Observe legal and defensive driving practices.  
Remain technically current with systems and repairs related to Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by two years technical trade school training and five years of increasingly responsible skilled electronics experience. At least two (2) years working in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Subject to noise sound and alarm equipment.  
Exposure to adverse weather conditions.

**PHYSICAL ABILITIES:**

Seeing to diagnose problems and read work orders.  
Dexterity of hands, wrists and fingers to operate a computer keyboard, tools and specialized equipment for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Crawling, crouching and kneeling to conduct work.  
Perform heavy manual labor.  
Lifting, carrying, pushing and pulling heavy objects.  
Climbing ladders and working from heights.  
Hearing and speaking to exchange information and train staff.  
Walking and standing for extended periods of time to conduct inspections.  
Sitting for extended periods of time.  
Bending at the waist.

**HAZARDS:**

Working on ladders, lifts and or scaffolding at heights to perform work.  
Working in cramped or restrictive work chamber.  
Exposure to fumes from electrical soldering.  
Electrical power supplies, battery voltage and high voltage.