



Office of Human Resources
Electronics Technician Supervisor - CJ2512
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General Statement of Duties

Performs first level supervisory over skilled electronic technicians and other personnel performing repair and maintenance of specialized electronic and electrical systems and equipment.

Distinguishing Characteristics

This class is distinguished from Electrical Supervisor, which supervises skilled and semi-skilled electrical trade workers in the operations, maintenance, and repair of City facilities and equipment. This class is also distinguished from Multiple Trades Supervisor, which supervises multiple skilled trades workers in the operation, maintenance, and repair of City facilities and equipment. In addition, this class is distinguished from Facilities Superintendent, which performs second level supervisory responsibilities over skilled trade employees involved in maintenance, repair or construction of city facilities.

Essential Duties

Supervises skilled electronic technicians and other personnel who are involved in performing repair, and maintenance of specialized electronic and electrical equipment

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees

Reviews work upon completion for adherence to guidelines and standards and provide necessary feedback

Resolves problems/issues encountered by employees during the course of the assignment

Coordinates emergency repairs in the field

Conducts tests to ensure compliance with regulations established by various regulatory organizations

Troubleshoots circuits to the component level

Evaluates the cost of repairs and makes recommendations concerning contract repairs, service contracts and internal repair options

Evaluates and approves equipment for purchase, determines equipment specification and ensures parts, equipment and materials are available for use

Develops a preventive maintenance program

Supervises the administration of the electronic repair in the design, fabrication, repair, and installation of various electronic components required to keep the systems operational

Conducts hiring interviews and selects candidates

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action, initiates letters of reprimand and recommends disciplinary action

Responds to employee grievances.

By position, may be required to be on-call to address emergent needs.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Skill in estimating costs relative to the work assignment.

Skill in evaluating equipment and supplies considering cost and usefulness for the department.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience in electronic equipment repair and maintenance, which must have included bench repair to the component level in specialized area or three years of experience as an Electronic Systems Technician.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, requires a Denver Fire Department Fire Alarm System Installer's License by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

By position, Licenses/Certification

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: