CLASS TITLE: ELECTRONIC MAINTENANCE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for technical and analytical work in the areas of electronic, computer, communication and life-safety systems; supervises the installation, maintenance and repair of various radio video, audio, security, HVAC computer LAN and control systems and performs other related assigned duties.

ESSENTIAL TASKS:
- Trains, directs, supervises and evaluates the work of technicians and monitors effectiveness of preventative maintenance programs
- Reviews the operation of the security, safety, computer and communications systems
- Provides equipment and supplies to technicians
- Advises customers concerning electronic and computer problems
- Conducts studies and evaluates equipment and technical applications for equipment updates
- Makes recommendations for modifications and additions to existing installations and facilities
- Designs and oversees the development of hardware and software equipment, systems and maintenance programs
- Develops specifications for equipment and projects
- Acts as a technical liaison to purchasing, outside consultants, vendors and customers
- Develops and administers budget and safety and inventory control programs within the division
- Represents the division in planning and training sessions in the operation and maintenance of various telecommunication and computer systems
- Maintains compliance of equipment and systems with various federal guidelines, including FCC and FAA regulations
- Provides emergency response to weather and equipment failure
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in Computer Science, Electronics Engineering or a related field, and three (3) years of experience with related communications, electronics and computer microprocessor system equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, tools and practices involving modern electronic equipment: considerable knowledge of microprocessor-based computer and data communication systems; and good knowledge of applicable laws, regulation and requirements. Ability to plan, coordinate and direct the activities of technical personnel in electronic equipment installation and repair; ability to train and evaluate employees; ability to plan, design and assess system capabilities and user requirements; ability to prepare and provide written and verbal reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

License and Certificates: Possession of a valid Oklahoma Class "D" Operators License and one of the following as applicable to the specific position: FCC General Radiotelephone license, APCO, NABER, CET.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors; requires flexible hours during weather or facility emergencies; and some travel to various locations to assist users.

Class Code: 1139
EEO Code: E-02
Pay Code: IS-36

Group: Engineering, Planning, and Technical
Series: Communications Operations and Maintenance

Effective Date: November 9, 2006