



## Electronic Systems Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
798	Exempt	3 -Technicians	AFSCME	Grade 8	REV 6-09	09-035	1 of 2

**DEFINITION:** Under general supervision; plans, organizes, and monitors the installation, maintenance, and repair of the District's electronic systems, with emphasis on revenue collection equipment and communication systems; and exercises direct supervision over assigned Senior Electronic Technicians and Electrical Support Workers.

**REPORTS TO:** The Director of Maintenance, or designee

**REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Plans, schedules, supervises, and inspects the work of assigned Senior Electronic Technicians and Electrical Support Workers engaged in electronic component maintenance.
- Coordinates and conducts technical staff training and informational and procedural meetings; evaluates staff, and recommends corrective action and discipline.
- Establishes, monitors, and evaluates methods and procedures for the repair and maintenance of electronic components and equipment; and makes recommendations for process improvement.
- Monitors the need for electronic equipment and supplies; instructs technicians in the requisitioning of parts, materials, and equipment; and supervises the processing of work order information in the computerized inventory management system.
- Inspects shop equipment, machinery, and tools to ensure that shops are maintained as safe, clean, and organized working environments.
- Prepares cost estimates for budget recommendations; participates in budget preparation and administration; and monitors and controls expenditures.
- Investigates and evaluates vendors, and recommends the purchase of electronic equipment, and related services.
- Compiles and maintains computerized and paper records related to work initiated and completed, and inventory of parts, supplies, and materials used. Enters and retrieves data from District computer programs.
- Prepares and presents oral and written reports on unit projects and activities that include statistics and related information; as well as memoranda, letters, and other documents.
- Provides technical expertise and support to ongoing and implementation electronics projects.
- Performs related duties, as required.

Electronics/Communications Systems Supervisor. & Electronic/Revenue Systems Supervisor est. 8/95. Combined and revised 7/08.  
Salary range increase 6/09 Res. 09-035

This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.



## Electronic Systems Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
798	Exempt	3 -Technicians	AFSCME	Grade 8	REV 6-09	09-035	2 of 2

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles and practices of solid state electronic circuit theory and maintenance, including analog and digital circuits, computers, electronic components, and radio communications; FCC rules and regulations pertaining to land mobile radio service; principles of security and proper management of security sensitive keys and locks; principles of supervision, including training, motivation, team building, conflict resolution; principles of budget monitoring, principles and practices of workplace safety; pertinent local, State and Federal laws; and personal computers and current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

**Ability To:** Organize, implement, and direct the installation, maintenance, and repair of electronic equipment including, but not limited to fare boxes and communications equipment; identify and interpret technical and numerical information, service manuals, and schematics; trouble-shoot electrical circuits and equipment; analyze work documentation and reports; observe and problem-solve operational and technical policy and procedures; lift, carry, and skillfully use a variety of equipment, tools, and supplies including a computer, soldering equipment, and test instruments; supervise, motivate, train, and evaluate assigned staff; interpret and explain pertinent District and department policies and procedures; prepare cost estimates, participate in budget preparation, and monitor expenditures; communicate clearly and concisely, both orally and in writing; learn and effectively apply applicable provisions of the District's collective bargaining agreements; learn and effectively use the District's inventory management software following a short training period; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education/Training:** Equivalent to completion of the 12<sup>th</sup> grade, plus verifiable completion of an accredited two year technical training program in radio communications, electronics, and/or digital electronics maintenance and repair.

**Experience:** Five (5) years of increasingly responsible experience in digital, analog, electro-mechanical, radio communications and/or electronic component maintenance repair and maintenance, including three (3) years of verifiable supervisory or lead responsibility.

**Physical Requirements:** Must possess the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) occasionally lift and carry up to 50 lbs; and (3) maintain mobility in order to travel locally to various locations within the AC Transit District to perform job functions.

**License Requirements:** Must possess or obtain, and maintain a valid California Class C Driver License and meet the District's safe driving requirements.

S:\HR\Data 12-01-01\Class-Comp\Class Specs\Electronic Systems Supervisor REV 7-08-CS.doc

Electronics/Communications Systems Supervisor. & Electronic/Revenue Systems Supervisor est. 8/95. Combined and revised 7/08.  
Salary range increase 6/09 Res. 09-035

This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.