

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6365 **TITLE:** ELECTRONIC EQUIPMENT SUPERVISOR **GRADE:** S-22

DEFINITION:

Under general supervision, plans and supervises the installation, test, maintenance, and repair of electronic and electromechanical equipment and systems, including laying out work details, assigning duties, and directing the work of subordinate technicians; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Electronic Equipment Supervisor is distinguished from the Electronic Equipment Technician II by its full supervisory role.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans, schedules, and monitors the installation, maintenance, test, and repair of a variety of electronic systems, such as two-way radios, fire alarm and fire suppression systems, emergency power generators, public address systems, and security systems and associated hardware and software;

Repairs and adjusts equipment when difficult or unusual problems are encountered;

Responds to calls for emergency repairs to critical systems and equipment, assigning technicians to perform necessary work, or performing work personally when necessary;

Prepares layouts and sketches for major repair or installation work and estimates the time, materials, and labor necessary to complete jobs;

Ensures that all equipment and systems are in compliance with local, state, and federal codes and regulations;

Assists in the preparation of specifications for the purchase of equipment, parts, and supplies;

Monitors safety practices and instructs subordinates in proper safety procedures;

Trains subordinates in proper installation and diagnostic procedures;

Evaluates the work performance of subordinates and suggests areas for improvement;

Maintains job records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the principles, practices, methods, and techniques involved in inspecting, testing, installing, and repairing a variety of electronic and electromechanical equipment and systems, as applicable to the position's assigned area;

Ability to plan and supervise the work of electronic equipment technicians;

Ability to provide technical assistance in the procurement of electronic equipment and systems;

Ability to establish and maintain effective working relationships with subordinates, peers, and customers;

Ability to develop and deliver training programs;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High School diploma or G.E.D. issued by a state department of education and completion of a four year apprentice-level vocational training program in electronics; OR four years of qualifying electronic equipment experience; PLUS three years of experience maintaining, repairing, testing fire alarm systems, emergency generator systems, or building security systems;
PLUS one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Operators License;
Possession of a valid FCC general radiotelephone license or equivalent industry certification may be required, depending on assignment.

NECESSARY SPECIAL REQUIREMENTS:

At least one year of experience maintaining security systems and associated software is required for certain positions as identified to the Department of Human Resources.

ES REVISED: November 1, 2011
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