

MILWAUKEE FIRE & POLICE COMMISSION

ELECTRONIC TECHNICIAN SUPERVISOR Milwaukee Police Department – Radio Communications

PURPOSE: Provide direct supervision of Electronic Technicians and other personnel who may be assigned to the Radio Communications Section and over the general operations to ensure the proper assignment and scheduling of work projects for the efficient maintenance of electronic and radio equipment of the Milwaukee Police Department and other city departments.

ESSENTIAL FUNCTIONS:

- **20%** Proactively monitor Radio Systems and equipment for potential sources of service interruption and take appropriate corrective actions. Receive and be available to respond to calls for emergency service on a 24x7 basis, and/or delegate emergency service requests to Electronic Technicians under his/her control.
- **20%** Complete work assignments, reports, project status, summaries, and other jobs assigned as directed by the Radio Communications Manager.
- **20%** Promptly and efficiently repair and perform preventive maintenance of electronic and radio communications equipment, and/or delegate specific work projects to personnel under his/her supervision.
- **10%** Responsible for the direct supervision, discipline, conduct, and efficiency of all assigned Electronic Technicians and other personnel that may be assigned to the Radio Communications Section. Ensure compliance with industry and manufacturer standards and high level of professional work product is produced by employees. Produce reports reflecting these matters as requested by management.
- **10%** Responsible for the training (including coordinating on-the-job training) of Electronic Technicians and other personnel assigned to the Radio Communications Section.
- **5%** Assist in the development, implementation, and maintenance of special electronic circuitry used in radio control and operations of the police radio communications systems of the City of Milwaukee.
- **5%** Serve as a liaison between the Police Department's Radio Communications Section and other city/county departments/agencies, including, but not limited to, attending meetings as the Milwaukee Police Department's representative.
- **5%** In the absence of the Radio Communications Manager, this position may be authorized to temporarily assume some, or all, of the Radio Communications Manager's duties and responsibilities.
- **5%** Attend communications and information systems related meetings along with and/or in place of the Radio Communications Manager. This includes meetings within the Milwaukee Police Department, as well as externally with other city, county, state, and federal agencies, as needed.
- Pick up and deliver materials, and/or meet with vendors and/or other city infrastructure support personnel at Police Department facilities to provide access to these locations and/or supervise the work of city workers and/or contractors performing maintenance to Milwaukee Police Department property.
- Assist in development of the operating budget for the Radio Communications Section.
- Responsible for day-to-day materials and parts purchasing decisions for the Radio Communications Section.
- Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Associate Degree in Electronics or Electronic Technology and five years of experience with two way radio communications systems and IP networking, including two years of supervisory experience.

NOTE: Equivalent combinations of education and experience may be considered.

2. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
4. FCC General Class license must be obtained within one year of employment

DESIREABLE REQUIREMENTS:

- Certifications and licensure in electronics
- Cisco IP/networking certifications

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:

- Knowledge of two way radio communications systems
- Knowledge of IP networking
- Knowledge and ability to work with computer applications and software
- Oral communications skills
- Interpersonal skills
- Management and leadership skills
- Judgment and decision making skills

- Ability to build and maintain good working relationships with a multi-cultural staff, co-workers, and persons from other departments
- Ability to supervise personnel and operations
- Ability to work with vendors and contractors
- Ability to plan and execute multiple simultaneous projects in a timely manner
- Problem solving ability
- Ability to prepare accurate and timely reports
- Ability to read and understand written technical materials
- Ability to work in a paramilitary-type organization

CURRENT SALARY RANGE (PG 1DX) is \$53,519 to \$74,922 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. The selected candidate must undergo and pass a background investigation.

The examination will be held as soon as practical after April 5, 2013. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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