

ELECTRONIC MAINTENANCE SUPERVISOR

KIND OF WORK

Advanced and supervisory electronic work.

NATURE AND PURPOSE

Employees in this class are responsible for performing complex installation and repair of electronic devices such as traffic control, closed-circuit television, telemetry systems and other solid-state equipment. Responsibility extends to recommending new test and repair equipment and techniques. Employees in the class supervise several subordinates assigned to a single location.

Positions in this class are distinguished by the performance of particularly difficult electronic repair problems and by the performance of supervisory and quality control functions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Recommends reward and discipline of several highly skilled electronic technicians so that good repair of electronic devices is efficiently secured.

Recommends candidates to be hired and trains new employees so that a qualified staff is maintained.

Assesses maintenance problems and assigns subordinate technical staff to perform necessary work so that repairs are promptly effected.

Makes bench and field reviews of completed work so that high technical standards are maintained.

Documents repair work and checks records completed by subordinates so that accurate assessments of maintenance costs and assignment of charges can be made.

Performs difficult maintenance and installation assignments so that department work schedules are met.

Recommends procedural or equipment changes likely to increase electronic maintenance efficiency.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of electronic theory and practice.

Considerable knowledge of Federal Communications Commission radio emission and frequency interference regulations.

Working knowledge of sections of the Manual of Uniform Traffic Control Devices bearing on operation of electronic traffic control devices (for positions within Mn/DOT).

Working knowledge of digital, analog and electro-mechanical equipment.

Ability to:

Supervise several technical employees.

Keep records and write technical reports.

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Rev.: 7/81; 8/93
Ckd.: 11/91

Former Title(s):