

ELECTRONICS SECTION SUPERVISOR

DESCRIPTION: Under limited supervision, supervises a section of three or more assigned Electronic Specialists and/or Electronic Technicians and performs technical duties in the design, fabrication, installation, calibration, maintenance, modification, repair, and operation of electronic equipment or devices; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and supervises the work of three or more assigned Electronic Specialists and/or Electronic Technicians to achieve the section's goals and to ensure the consistent application of administrative and/or technical policies, procedures, and standards.

Compares performance and/or products of assigned staff with established standards to determine and recommend personnel actions such as appointments, promotions, disciplinary actions, grievances, status changes, and separation to agency management staff, to identify employee training needs, and to improve career advancement potential.

Designs, fabricates and troubleshoots new or untried electronic equipment.

Updates manual instructions and schematics involving the maintenance of equipment serviced by assigned personnel or the position itself.

Performs feasibility and use studies to determine the ultimate usefulness or appropriateness of proposed designs or prototypes.

Updates, redesigns, and rebuilds existing electronic equipment for the improved performance of such equipment.

Troubleshoots complex equipment where earlier efforts have failed to locate malfunctions.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of repair, maintenance and calibration of electronic equipment; state or federal rules and regulations which govern the operation and repair of electronic equipment; designing, fabricating and troubleshooting new or untried equipment; the principles and practices of evaluating and critiquing wiring diagrams or schematics.

Ability to: read and interpret electrical and electronic schematics and diagrams; direct the work of assigned personnel; communicate with others.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

A general qualification guideline is a high school education or equivalent plus schooling/experience in electronics equal to six years. A FCC General Class Radio-Operator's license is preferred.