

CLASS SPECIFICATION FOR  
**Communications Maintenance Supervisor**

**GENERAL STATEMENT OF DUTIES:** Supervises the maintenance and repair of fixed and mobile radio and communications equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class supervises and participates in the maintenance and repair of fixed and mobile radio and other communications equipment, which includes digital logic, microprocessor equipment and integrated circuits. Service and maintenance is provided to Public Safety equipment used in the computer-aided dispatch system and for fixed, portable, and mobile radios and other communications equipment utilized by Public Safety and other employees. Supervision is exercised over Radio Repair Technicians. Work is performed under the general supervision of the Deputy Director of General Services for Communications.

**EXAMPLES OF WORK** (illustrative only):

- Supervises technicians engaged in the repair of complex radio equipment;
- Designs and implements a program of preventive and routine maintenance of radio equipment;
- Repairs and maintains radio consoles, voters, and all tele-related circuits;
- Performs site maintenance at voter receiver locations throughout the County;
- Consults with other County agencies to provide analysis of and recommendations for their communications needs;
- Assists with the repair of portable and mobile radio units;
- Repairs electronic sirens and electronic equipment;
- Conducts tests on, evaluates performance of and sets specifications for equipment before purchasing;
- Inventories parts and equipment stock and reorders as needed;
- Works with equipment suppliers on problems, malfunctions and general maintenance;
- Keeps records and prepares reports of activities;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of maintenance and repair of complex radio and related equipment including computer-microprocessor aided dispatching equipment; good knowledge of digital logic and equipment and integrated circuits; skill in diagnosing and repairing complex radio and related equipment; ability to operate radio test equipment; ability to maintain and repair fixed, portable and mobile radio equipment; ability to effectively supervise technical employees; ability to keep records and to make reports.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school or trade school and four (4) years of varied radio repair experience, including one (1) year in a supervisory capacity, and possession of the General Radio Telephone Operator License, General Radio Telephone License or the Certified Electronic Technician's Certificate either at time of employment or within six (6) months of employment date; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.