



Job Description

Job Title: Electronic Shop Supervisor
Position Code: 1N30, AN30
Job Classification: Non-Exempt

Supervisor: Executive Director, Technology
Pay Grade: 32
Contract Length: 245 Days

Job Summary

Position is responsible for planning and supervising the work of electronic signals technicians, telephone maintenance mechanics and audiovisual technicians.

Essential Duties

1. Responsible for planning, supervising and inspecting all work associated with the electronic fire, intrusion, evacuation, telephone systems and audiovisual equipment in all buildings.
2. Plans and assigns work to electronic signals technicians, telephone maintenance mechanics and audiovisual technicians; provides technical advice and direction when needed.
3. Inspects all major projects for satisfactory performance and uses own judgment regarding work methods and materials.
4. Maintains the electronic database of installed security and telephone equipment.
5. Maintains preventive maintenance records for all installed equipment.
6. Electronically interfaces with alarm monitoring contractor's central station.
7. Selects appropriate security, fire, evacuation and telephone systems work.
8. Establishes appropriate inventory needs and levels.
9. Prepares procurement documents necessary to obtain supplies and services used by the shop.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Technology or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or equivalent combination of experience and training. At least 10 years experience as an electronic signals technician or telephone maintenance technician working on fire, evacuation, intrusion, and voice data transmission and receiving. Comprehensive knowledge of the standard methods, materials, tools and practices associated with electronic signal processing related to intrusion, fire, evacuation, and voice data transmission. Ability to climb stairs without assistance. Proficient in computer applications and computer peripherals and programs for the alarm and telephone trade. Skilled in the use of all tools and equipment of the trade. Must be capable of securing Virginia DCJS license or possess same. Must possess a valid Virginia Driver's license.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand

and follow oral and written instructions; physical agility to lift at least 75 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director, Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Electronic Signals Foreman will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date