



POSITION: COMMUNICATIONS AND ELECTRONICS SUPERVISOR
(Position is located at the Golden Gate Bridge)

CLASS CODE: 91706 / Non-Exempt

OPEN TO: All Qualified Applicants

SALARY RANGE: \$79,892.80 to \$96,532.80 annually, plus benefits (40.00 Hour Workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Friday, May 9, 2008

CLOSING DATE: Open until filled - Review of applications will begin on Friday, June 20, 2008
(NOTE: The District will be closed on Monday, May 26, 2008, in observance of The Memorial Day Holiday)

(Resumes will not be accepted in lieu of a completed GGBHTD application for this position)
In order to meet the application deadline, ALL applications MUST be received in the Human Resources office prior to 4:30 p.m. on the deadline date. Postmarks are not accepted. Applications received after the deadline will not be considered.

APPLY AT:

Human Resources Department – D. Keyes
1011 Andersen Drive
San Rafael, CA 94901-5318
Application Request Line: (415) 257-4526

For Directions and General Information Call:
Web Site – www.goldengate.org
Office Hours: 8:30 a.m. – 4:30 p.m.

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

EDUCATION/EXPERIENCE REQUIREMENTS:

- Two years' advanced electronics training from an accredited school or equivalent; additional position related experience may be substituted on a year for year basis (a written statement detailing experience must be submitted at time of application)
- Four years' full-time position related electronics experience including two-way radios, microwave equipment and some design experience; or equivalent combination of education and experience

LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record

HOURS OF OPERATION:

- Subject to 24 hour call back
- Must go to all District locations, including mountain tops, Ferry and Bridge towers, piers, etc.

POSITION DESCRIPTION:

Under general direction of the Electrical Superintendent, is responsible for the installation, maintenance, testing and repair of all District electronic, telecommunication and communications equipment. Performs development design and layout, prepares technical reports, exercises work direction over technicians involved in maintaining complex commercial CPBX and electronic apparatus, prepares and maintains parts and equipment inventories, keeps appropriate records and performs related duties as required.

COMMUNICATIONS AND ELECTRONICS SUPERVISOR

Class Code: 91706

ESSENTIAL RESPONSIBILITIES:

- Develops and directs preventive maintenance program for all District electronics equipment; prepares maintenance schedules; directs activities of subordinate personnel in order to meet schedules
- Performs installation, maintenance and repair of complex radio communications and electronics equipment, including mobile two-way radios and base stations, radio control consoles, microwave radios, microwave multiplex, data modems, automatic electronic traffic controls, remote controls, selective signaling, data processing, CCTV, security alarms, etc.
- Install, maintain and repair electronic telephone switching equipment, data communications equipment and computer peripheral equipment
- Design, install and maintain District in-house telephone cable system
- Design, install and maintain District in-house fiber optic cable system including terminating and splicing fiber optic cable
- Design, install, and maintain District security equipment including building security alarms, access control and video surveillance
- Mentors and provide staff development opportunities to assigned personnel
- Supervise Telecommunications Technician and Communications Technician
- Designs and constructs electronic, electro-mechanical and communication equipment not ordinarily available for specific District applications
- Calibrates and adjusts equipment to industry standards using state of the art test and measuring instruments including, but not limited to, selective voltmeters, transmission test sets, spectrum analyzers, frequency meters, power meters, signal generators, oscilloscopes, etc.
- Prepares and updates inventory list of all District electronic equipment; prepares inventory of parts needed for preventive maintenance program, replacements and future installation; submits requisitions to order parts and recommends vendors; checks parts received to verify correctness
- Checks and repairs District microwave equipment and closed circuit TV's
- Keeps records of all maintenance and repair actions performed; prepares technical reports to meet FCC requirements
- Acquires and updates manufactures' specifications on all electronics equipment to increase maintenance and repair efficiency
- Instructs others and provides technical direction in maintenance, repair and installation of equipment
- Prepares bid specifications for purchase of new equipment, inspects new equipment and installations for conformance to specifications
- Coordinates maintenance of District-leased telephone lines with telephone company technicians
- Isolates electronic system malfunctions; repairs electronic systems
- Stay abreast of new technology in telecommunications, data communications and 2-way and cellular telephone communications
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

- Considerable knowledge of solid state electronics
- Analog and digital circuits
- Design and layout, tools, equipment and methods of electronic technology
- Using common hand and power tools
- Operating common test equipment such as analog and digital VOMs, RF and AF frequency counters, volt-ohm meter, ammeter, microwave power meter, calibrators, etc.
- Operate a four-wheel drive vehicle on steep terrain
- Operate a boom truck
- Organize, coordinate and direct installation and maintenance activities

COMMUNICATIONS AND ELECTRONICS SUPERVISOR

Class Code: 91706

REQUIRED KNOWLEDGE, ABILITIES, SKILLS (continued):

- Modern administrative and supervisory principles and techniques
- Ability to use Autocad and AutoSketch software for drawing schematic diagrams and equipment layout
- Operate specific test equipment such as coaxial attenuators, AF and RF spectrum analyzers, frequency selective voltmeters, radio test sets, coaxial watt meters, etc.
- Communicate well with others
- Ability to use computer

PHYSICAL REQUIREMENTS:

- Lift up to 50 pounds
- Work at heights
- Be on call for emergency repair situations
- Must be able to work outside in inclement weather
- Must be able to climb bridge structure, e.g. towers, piers, etc.
- Work alone
- Work in remote locations

SELECTION PROCEDURES may include:

- Supplemental Questionnaire
 - Skills Assessment Examination
 - Drug Testing**
 - Panel Interview
 - Departmental Interview
 - Background/Employment/Security Investigation
- * The District will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process.
- ** The District is a drug free workplace. Applicants under consideration will be required to undergo drug testing prior to District employment.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to Accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

R: 04/08

Revised 05/08/08

/DK

**Human Resources Coordinator
Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**