



Job Description

TITLE: Radio Communications Supervisor	JOB CODE: 2420
DEPARTMENT: Emergency Management	FLSA: Exempt
PREPARED: October 30, 2008	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision, maintains the Emergency Communications Systems Infrastructure for all departments of San Juan County, and the Cities within the County.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Repairs, maintains, installs, replaces or updates any or all of the following systems for 24 hours/day, 7 days/week, and 365 days/year with emergency call out responsibility, on the following:
 - Communication sites all over the County
 - Microwave system - Fiber Optic Systems
 - Repeaters and base stations
 - Simulcast repeaters, simulcast infrastructure, voting systems
 - Antenna systems and Combiner systems
 - DPS and Harris Far Scan alarm systems
 - Power supply/battery backup systems, backup generators with automatic transfer switches
 - Emergency alert system
 - Dispatch communications consoles, backup dispatch locations
 - Wiring interface systems
 - Computer systems – domain, work group, Wide Area Network (WAN), Local Area Network (LAN), PCs and servers
 - Emergency communications trailers and equipment
 - Communications site buildings, air conditioners, towers, tower lighting systems
 - FCC licenses and frequency coordination
- Supports the systems with engineering and documentation.
- Designs bid specifications; researches and acquires bids/quotes.
- Supervises Communication Technicians and Contractors.
- Trains Communications Technicians to San Juan County systems.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers and the general public.
- Ability to perform intermediate math skills: calculate figures and amounts; ability to apply concepts of basic algebra and geometry.

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Radio Communications Supervisor

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to supervise and to teach about electronic communications equipment maintenance.
- Knowledge of the operation and maintenance of radio communication systems.
- Knowledge of the equipment, materials and methods of communications systems maintenance.
- Knowledge of FCC licensing requirements.
- Understanding of, and experience with: electronics and electronic communications; simulcast repeater systems; microwave systems; antenna systems and combiners; and electronic communications test equipment.

Education and Experience:

- Associate's degree, Bachelor's degree preferred, and four to ten years related experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must maintain a current HAM license, technician class.
- Valid State of New Mexico driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Be able to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell.
- May be required to lift up to 50 pounds as in carrying test equipment and radio equipment to and from communications sites.
- Special vision requirements include: close vision; distance vision; color vision; depth perception; and ability to adjust focus.
- May be exposed to: wet or humid conditions; work in high, precarious places; fumes or airborne particles; outdoor weather conditions; extreme cold and extreme heat; risk of electrical shock; risk of radiation.
- Noise level is moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand, and power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____