

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Electronics, Access Control, Locksmiths, and Fire Alarm	CLASSIFICATION:	Teamsters Classified Supervisor (TCS)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	9906	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 23 Salary Schedule G
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-19-24, 7-8-1985
		BOARD REVISION:	1-24-2019
		HR APPROVAL:	12-4-2024
		CABINET APPROVAL:	8-28-2024

BASIC FUNCTION:

Under general direction, supervise and assist journeyman level electronic technicians, journeyman level fire alarm technicians, and journeymen level locksmiths in repairing District's electronic equipment. Exercise discretion and independent judgement in the responsibility for designing, selecting, planning, repairing, maintaining, and installation of related systems; evaluate new equipment for purchase; and determine and allocate work. Assigns subordinates to work details and checks work in progress and upon completion to ensure that it meets required standards; inspects buildings and equipment reported to be in need of repair and considers the need for repair, estimates the time, labor, and materials needed; supervises and performs routine maintenance and preventative maintenance on District facilities and equipment; keeps records of time/material, and work performed and needed; keeps stockrooms up to date and prepare requisitions for stock; and perform additional related duties as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, repair, and assist in the repair of assigned school district equipment: locks, ingress and egress systems, access control systems, proximity and card swipe readers, computers, printers, monitors, digital dialers, microprocessor based intrusion alarm, security cameras and related systems, fire alarm receivers and transmitters, telephone equipment, video projectors, PA systems, intercom systems, software related to operation of assigned equipment, and other electronic equipment. **E**

Supervise and assist assigned staff in isolating malfunctions, replacing defective components, performing preventative maintenance service on all types of electronic, computer, telephone, audio and visual equipment, audio and video distribution and communication systems, camera systems, and fire and intrusion detection and reporting system. **E**

Use various test equipment such as voltmeter, ohmmeter, logic probe, frequency meter, and other test instruments; repair and replace motors, coils, capacitors, resistors, transformers, relays, switches, integrated circuits, transistors, speakers, and other components. **E**

Monitor work performance and provide direction and support to assigned maintenance staff as necessary for the purpose of assisting them in the successful completion of their work and achieving a high level of performance. **E**

Perform recordkeeping functions and processes data for the purpose of assigning work, tracking resources, and documenting activities. **E**

Design, plan, and estimate systems installations. **E**

Purchase and secure materials; keep and maintain records of labor and materials used; prepare reports; and recommend new equipment purchases. **E**

Maintain equipment inventory, receive and inspect new and used equipment purchased, keeps accurate records of warranty dates. **E**

Provide training for the purpose of delivering instruction and communicating goals, expectations, and procedures (e.g., maintenance, equipment, safety). **E**

Utilize standard office equipment, computer software programs, and work order management system for the purpose of preparing, maintaining, and conveying information. **E**

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Facilities Maintenance. **E**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. **E**

Performs related duties as required.

TRAINING, EDUCATION, AND EXPERIENCE:

Five years of recent experience in the maintenance and repair of electronic, computer, and communication equipment. Equivalent to graduation from high school or vocational school, including courses in electrical and electronic theory, and maintenance and repair of electronic equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide ability to be insured; and employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective supervision practices, evaluation techniques, and leadership styles. Interpersonal skills using tact, patience, and courtesy.
- Principals of electrical and electronics theory and electrical and mechanical operation related to electrical powered equipment and assemblies including computers.
- Standard practices, materials, tools, and equipment used in repairing and maintaining electrical and electronic equipment.
- Building codes, policies, regulations, and guidelines pertaining to Facilities Maintenance.

- Relevant Federal, State, and Local regulatory requirements, procedures, and standards.
- Basic budget preparation, control, and recordkeeping.
- Operation of a computer, related software, and standard office equipment.
- Safe working methods and procedures.
- Hazards, health and safety regulations, standards, and OSHA codes related to Facilities Maintenance. Technical aspects of field of specialty.
- Perform math and/or geometry.
- State and Federal requirements regarding maintenance at school sites; codes, regulations, and laws related to the job functions.

ABILITY TO:

- Supervise, train, and evaluate the performance of assigned staff.
- Coordinate and respond as needed to assigned staff, with alternate work schedules.
- Make independent decisions, follow instructions, and accept constructive criticism.
- Diagnose emergency situations quickly and accurately.
- Plan and manage projects; preparing and maintaining accurate records.
- Analyze data utilizing a variety of complex processes.
- Problem solve and analyze data based on organizational objectives.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
- Read, interpret, apply, and explain rules, policies, and procedures.
- Schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment.
- Prioritize, schedule, and assign work.
- Assure accurate, cost effective, and timely completion of work assignments.
- Operate equipment used in trade, and standard office equipment including pertinent software applications. Handle hazardous materials.
- Isolate malfunctions, locate and correct electrical and mechanical defects in electronic, audio visual, communication, and microprocessor equipment.
- Interpret electrical and schematic diagrams.
- Make project and work estimates; materials and labor costs.
- Communicate effectively and maintain cooperative relationships.
- Lift and carry heavy objects according to safety regulations.
- Understand and follow oral and written directions.
- Meet State and District standards of professional conduct as outlined in Board Policy.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work.
- Work an alternative work schedule which may include nights and weekends.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; and exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Kneeling, pulling, pushing, carrying, and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; and hearing and speaking to exchange information.

SAMPLE HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; electrical power supply and high voltage, and cuts from tools or materials.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

(Former Title: Supervisor IV, Electronics, and Electronics Technician, Foreman)