

**GRANITE SCHOOL DISTRICT  
Classified Employee Job Description**

**Job Title** \_\_\_\_\_ Police Electronics Shop Supervisor  
**Supervisor's Title** \_\_\_\_\_ Chief of Police  
**Date Prepared** \_\_\_\_\_ 9/94 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ 4/99 \_\_\_\_\_ **Date Reviewed**  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review**  
**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl**  
**Location** \_\_\_\_\_ Maintenance Shops \_\_\_\_\_ Lane  
**Implementation Date** \_\_\_\_\_ **ADA Review**

**Job Summary**

Supervises, oversees and participates in the new installation, retrofit, and repair of security, surveillance, fire/life safety and radio systems in the district. Responsible for maintenance of district's security, surveillance, and radio systems.

**Essential Functions**

1. Serves as consultant on planned construction to set specific standards, estimate costs and materials for new or remodeling projects, as well as maintenance projects as they pertain to electronics. Helps plan systems and layout for specific devices to use in each installation.
2. Plans for and assigns workers (maintenance and installation crews) to radio, fire/life safety, surveillance and security projects including routine preventive maintenance and makes special assignments in event of equipment failures, breakins or other vandalism. Prioritizes work orders. Prepares requisition work sheets for materials needed and deals with vendors if materials are not in inventory.
3. Monitors all work assignments (including outside contractors) to assure proper completion within time allotted. Completed paper work is entered into computer.
4. Keeps equipment, machinery and employee behavior in line with current requirements of OSHA, Fire Code, other applicable laws, local ordinances to maintain a safe and healthful working environment. Assures that all equipment is in working order.
5. Participates in and makes recommendations for employee selection, performance evaluation, discipline and retention. Provides training and motivation. Clears employee leave requests and maintains attendance records.
6. Maintains inventory of shop parts needed for security, radio, fire/life safety, closed circuit TV, and other surveillance projects. Keeps inventory updated on computer.

7. Reviews invoices received in the accounts payable department with respect to capital outlay and maintenance purchases. Reviews petty cash and pay vouchers, and maintains all open purchase orders, as well as equipment inventory.
8. Maintains files on work orders, requisitions, purchase orders, invoices, transfers, inventories, correspondence, etc.

### **Non-Essential Functions**

Occasional duties as assigned (within skill level).

### **Required Knowledge, Skill and Ability**

Requires extensive knowledge of electronics, particularly in two-way radio installation and repair, CCTV and security systems and application, computer hardware and operation, fire/life safety systems, and other related areas. Asbestos certification is required for working in district buildings. Must use hand tools, small power tools, testing instruments, work in closed in areas, and in high places. Needs a knowledge of metal fabrication, the ability to design, cut, weld and bend metal stock into custom brackets and projects. Basic knowledge of boiler systems and energy management are required

### **Minimum Entrance Requirements for Training**

Successful completion of an Associates degree in electronics or equivalent.

### **Minimum Entrance Requirements for Prior Experience**

Must have completed a required four year, carefully designed OJT program plus two years experience as a practicing technician with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Must direct, discipline and evaluate the performance of all Police Electronics Personnel. Makes assignments concerning overtime callouts and clears employee leave requests. Participates in and makes recommendations for employee selection and retention. Prioritizes maintenance and capital work projects and assigns them to the necessary technician.

### **Interaction with Others (Non-Supervisory)**

Works with district employees, contractors, district managers, administration, vendors and the public. Interacts with Police Officers and Police administrators.

**Supervision**

Must direct, train, motivate, organize work for, discipline, and evaluate the performance of hourly and contract electronics department personnel.

**Working Environment**

Requires office, bench and field work including exposure to high voltage fiberglass insulation and asbestos. May occasionally use protective suits that cause discomfort. Must endure heat, dust, cold, moisture, exposure to chemicals, etc. Emergencies may require some irregular hours..

**Physical Demand Characteristics**

Physical exertion and lifting required, less than 75 lbs.. Must be able to work in crawl spaces and around high electrical voltage.