

**Title:** Radio Communications System Supervisor  
**PG:** 60  
**Status:** Civil Service  
**Position reports to:** Telecom Engineering Supervisor  
**Department:** Information Technology

**Class Code:** 3019  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible and specialized technical work in the management and maintenance of a digitally controlled 800 MHz trunked communications system. An employee in this classification is responsible for managing the orderly expansion, construction, licensing, and operation of the City-wide communications system. The employee may also be responsible for administering a system maintenance contract or supervising a small staff of radio maintenance technicians. Work is performed under general supervision and the employee is evaluated through regular conferences, written reports and the overall effectiveness of the operations.

**ESSENTIAL FUNCTIONS:**

1. Manage and maintain the 3 Site Simulcast Radio System which consists of 6 dispatch consoles 5 located at the Lakeland Police Department and 1 remotely located at the Lakeland Electric building. Each tower site houses 11 transmitters, 11 receiver voting comparators, 1 tower top preamp, 2 transmitter combiner systems, 1 MOSCAD monitor reporting system, 3 Microwave system and several miscellaneous subsystems.
2. Manage and maintain the 11 channel backup Radio System located in the penthouse at the Lakeland Electric building.
3. Manage and maintain a Paging System used for Lakeland Electrics Load Management program ARCOS call out system and general Paging purposes.
4. Manage and maintain 2 campus transmitters used by McIntosh and Larsen Power plants.
5. Manage and maintain the Site Lens System used for setting radio system parameters (call prioritizing, selective inhibiting, regrouping, and storm plans). Site Lens also is used for logging and reporting radio traffic.
6. Manger and maintain 1500 Trunked radios and numerous conventional radios.
7. Manage a parts and spare system boards inventory.
8. Manage and maintain several radio related databases i.e. radio user, amortization, dispatch console, system watch, and inventory.
9. Manage and maintain all licensing requirements.
10. Interface with Departments/Divisions to help them with their communications needs.
11. Develop a user friendly storm plan.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.
2. Stay active in MTUG ( Motorola Trunked User Group).
3. Stay active in APCO (Association of Public Safety Officials).
4. Stay active the State of Florida interoperability task force.
5. Stay active in the City of Lakeland Emergency Operations Task Force.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles, practices and materials of communications equipment construction, maintenance and repair.
2. Thorough knowledge of the principles of trunking communications systems, good working knowledge of the networked computer system and the way it interfaces with the communications system.
3. Considerable knowledge of applicable Federal Communications Commission rules and regulations applying to the radio systems in the City.
4. Skill in the use and care of tools and equipment used in this type of work.

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5. Ability to detect defects in equipment operation and to manage difficult installation, maintenance, and repair work.
6. Ability to read and work from complex electronic schematic diagrams.
7. Ability to keep records and prepare accurate and concise reports.
8. Ability to supervise subordinates.
9. Ability to maintain safe working practices and conditions in conformance with applicable rules and regulations.
10. Ability to establish and maintain effective working relationships with other employees and department heads.
11. Ability to understand principles of budgeting to include managing budget for the radio shop.

**WORKING ENVIRONMENT/CONDITIONS:**

The position requires manual labor work that involves walking or standing most of the time, exerting up to 75 pounds of force on a recurring basis, keyboard operations, soldering circuit boards, manipulating tools and wires. The position risks exposure to heights, toxic/caustic chemicals, traffic moving machinery, extreme cold or heat, electrical shock, adverse weather conditions, bright/dim light, fumes, noxious odors, dusts, pollen, wet humid conditions, and extreme noise levels.

The position requires normal visual acuity, good manual dexterity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. An employee in this position must be able to discriminate between the following colors generated by red/blue/green primary colors at full or half intensity: white, green, yellow, orange, magenta, red, cyan, and blue. Confirmation will be accomplished by a standard medical test for color blindness.

**QUALIFICATION, EDUCATION, TRAINING & EXPERIENCE:**

1. Associates degree in electronics, communications or related field.
2. Six (6) years of current experience.
3. Supervisory experience preferred.
4. Completion of advanced training classes in simulcast trunking technology is preferred.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
6. Must possess a FCC general class license.
7. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must have a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.