



UNION JOB DESCRIPTION

TITLE: Communications Foreman

DEFINITION:

Under the direction of the Senior Manager, Telecommunications, works with and supervises the activities of the Communications Technicians in the installation, maintenance, and repair of a variety of radio, microwave, telephone, SCADA, data, miscellaneous equipment and to resolve RFT/TVI complaints. Performs work of Communications Technicians as necessary.

DISTINGUISHING CHARACTERISTICS:

The Communications Foreman classification is distinguished from the Communications Technician classification by the increased responsibility for supervising, training and evaluating crew members and ensuring safety rules and regulations are followed. Employees in this classification must have attained the Communications Technician Level 5 classification status. This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

BASIC RESPONSIBILITIES:

1. Assigns, schedules, coordinates, and monitors the daily activities of the Communications Technicians ensuring quality and quantity of work, technical accuracy and completeness.
2. Ensures that project and technical records and as-built drawings are current, accurate, maintained properly and that open work orders and requests are developed, tracked, closed and maintained.
3. Coordinates with TNS staff for service, staffing repairs and may serve as a point of contact with other departments and the public in the origination of jobs and work planning.
4. Ensures the Communications work areas, equipment rooms, and remote sites are clean and orderly and comply with safety regulations.
5. Maintains telecommunications equipment, parts inventory, and test instruments inventory and calibration records.
6. Assigns Communications Technicians to a variety of work areas to maintain proficiency and advance skills.
7. Coordinates with Communications Engineers to provide technical assistance to Communications Technicians and other personnel as required.
8. Assists the Senior Manager, Telecommunications in the development of the Section goals, objectives and training plans.
9. Performs duties of Communications Technician as necessary.

OTHER RESPONSIBILITIES:

1. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures, policies and agreements of the District (including but not limited to Standards, Collective Bargaining Agreement, etc.).

MINIMUM QUALIFICATIONS: (continued)

Knowledge of: (continued)

- District Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62, and 296-155 (Electrical Workers Safety Rules).
- General electronic theory.
- Tools, materials and equipment of the trade.
- Electronic test equipment and other specialized devices used in the repair, installation and maintenance of communications systems.
- Circuit analysis and design.
- Methods, equipment and materials used in the service and installation of electronic equipment.
- Computer related software and computer peripherals.
- Occupational hazards and safety regulations of the trade.

Ability to:

- Direct the work of others; organize personnel during unexpected situations and equipment outages; foresee work requirements and initiate actions.
- Interact with customers, government officials, and District employees.
- Identify, analyze and resolve problems.
- Initiate tasks and work without close supervision.
- Coordinate a variety of workload demands simultaneously.
- Produce legible, complete, and accurate documentation; communicate with all levels of the organization and the public.
- Analyze and resolve related problems.
- Work at heights from antenna towers, platforms and trucks.
- Install and maintain communication transmission lines, antennas and microwave dishes on towers up to and in excess of 300 feet.
- Distinguish all colors used to identify conductors in multiple pair communications cables.
- Operate a variety of specialized tools and equipment associated with the trade.
- Lift and carry 50 pounds.
- Interpret and apply related rules, codes, policies and procedures.
- Read and interpret schematic, wiring and digital drawings.
- Identify and isolate electrical and/or electronic problems and equipment malfunctions.

Education/Experience:

- High School diploma or equivalent.
- Attained Communication Technician Level V classification.

License, Certification and/or Testing:

- Successful completion of an interview process.
- Valid Washington State Driver's License.
- FCC General Radio Operator License.

WORKING CONDITIONS:

- Work is performed primarily in an office environment and occasionally in an outdoor environment.
- Position requires driving to meetings, job sites, etc.
- Position requires occasional lifting and carrying of items up to 50 pounds; position requires bending, stretching and squatting to perform job duties.
- Incumbents perform repetitive movements from use of a computer and mouse.
- Individual may be exposed to adverse weather conditions.

- Individual is required to climb up to 300 feet in communication tower structures and work in confined areas.
- Individual may work in areas near high voltage equipment and around equipment generating loud noises.