

ELECTRONICS SUPERVISOR

Schematic Code 17501 (31000111)

I. DESCRIPTION OF WORK

Positions in this banded class perform supervisory and skilled work in the construction and maintenance of electronic equipment and/or systems. Positions supervise the operations of an electronics shop where standard, complex, or experimental electronic equipment is maintained and constructed. Work includes training and supervision of electronics specialists, providing technical assistance in solving problems with interacting systems. Work involves technically advanced and complicated electronic systems. Positions may perform design work, either independently on existing systems or in by assisting electrical engineers on new buildings. Design work may border on engineering.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform supervisory and skilled work. Design work may constitute a major portion of the role. Positions design electronics apparatus to perform innovative functions and perform skilled work in the repair of critical, complex electronic systems. Maintenance work usually involves larger electronic systems with subsystems where downtime would have extensive effects on departmental operations.	Positions at this level supervise operations of an electronics shop where standard and experimental electronic equipment is maintained and constructed. Positions train and supervise technicians. Work requires engineering knowledge and acquired skills in designing experimental equipment and constructing or supervising construction of such equipment. Complex electronic equipment may be disassembled and modified or repaired. Positions recommend purchase of additional equipment and tools and purchase surplus equipment for parts and components. Positions order parts and components as needed. Positions prepare reports concerning shop operations.	TBD

III. COMPETENCIES

Competency	Definition
Knowledge-Technical	Technical knowledge and skill in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.
Problem Solving	Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
Safety and Health Compliance	Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.
Client/Customer Service	Ability to develop and maintain strong relationships with clients or customers (those for whom services are rendered) by listening to the client/customer and understanding and responding to identified needs.
Human Resource Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Technical knowledge and skill in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>Considerable knowledge of electronic principles and systems. Ability to perform design work on complicated systems.</p>	<p>Knowledge of advanced principles and practices of electrical engineering and techniques/methods used in design, installation, operation, and maintenance of electronic systems. Ability to prepare plans, specifications, and cost estimates of experimental electronic equipment.</p>	

Problem Solving

Ability to identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
<p>Ability to use innovative troubleshooting and testing procedures with large complex systems. Ability to provide technical assistance to lower level technicians in troubleshooting and solving system problems.</p>	<p>Ability to disassemble and repair or modify complex electronic equipment. Ability to provide technical assistance to lower level technicians. Ability to order parts and components as needed in shop operations to repair equipment.</p>	

Safety and Health Compliance

Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
Ability to understand and apply safety procedures to ensure safety of workers, staff, and students. Ability to train subordinates in proper safety methods.	Ability to assess and develop safety procedures in relation to overall a/u safety policies. Ability to interpret safety policies and determine applicability. Ability to take steps to ensure safe operations and measure effectiveness of action.	

Client/Customer Service

Ability to develop and maintain strong relationships with clients or customers (those for whom services are rendered) by listening to the client/customer and understanding and responding to identified needs.

Contributing	Journey	Advanced
Ability to confer with faculty desiring to purchase equipment and make appropriate recommendations.	Ability to confer with research personnel, faculty, and staff to determine capabilities for equipment needed. Ability to draw plans for, construct, modify, and/or supervise construction of needed equipment. Ability to follow-up with client. Ability to order parts, components, and technical publications from electronics firms.	

Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
Ability to contribute to interview process. Ability to orient new staff. Ability to provide feedback to employees on performance or competency progress. Ability to develop staff through on-the-job training.	Ability to recruit staff that possess required competencies. Ability to recommend pay adjustments based on competency development. Ability to work with employees to identify individual strengths and weaknesses and recommend developmental activities	

V. MINIMUM TRAINING & EXPERIENCE

Associate’s degree in electronics and three years of progressive experience in the maintenance and repair of complex electronic systems and the design of electronic apparatus; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.