



## Position Description

### **FIELD SUPERVISOR - CATV**

#### **DEFINITION**

Positions in the class of Field Supervisor plan, organize, direct and manage the work of individual CATV Technicians and Installers engaged in various field operations. Responsible for cable plant construction, installation, service, new installations, reconnections, disconnections, collections, and inventory control. Performs other related duties as assigned.

#### **SUPERVISION RECEIVED/EXERCISED**

Work is performed under the direction of the CATV System Engineer. This position will supervise the work of individual CATV Technicians and Installers as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is a working supervisor class responsible for coordinating and managing assigned CATV field operations. Incumbents may supervise and, as necessary, participate in the actual work being performed.

This class is distinguished from that of CATV Technician through its primary responsibility for supervising more than one CATV field operations or technical assignments. It is distinguished from the CATV System Engineer position in that the System Engineer level position is responsible for all functional areas and is the head of cable plant operations.

#### **EXAMPLES OF DUTIES (Illustrative Only)**

Plan, organize and direct the work of assigned employees engaged in the field operations related to the CATV Department.

Constructs, installs and services cable television and related services installations, including new installations, disconnections, relocations and terminal device installation according to industry and departmental specifications.

In accordance with project or program goals, establish work priorities and inspect work in progress and on completion.

Evaluate of the performance of assigned employees.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.

Provide for personnel, material and equipment necessary to perform work; and maintain adequate inventories of materials and equipment.

As necessary, perform technician and/or installation work including the operation of all types equipment as necessary to perform these tasks.

Plan, organize and direct the work of contractors.

Conduct inspections of assigned areas and submit recommendations as to construction and/or maintenance work needed.

Maintains current knowledge of local underground ordinances, state and federal codes and general practices and requirements of utilities concerning cable television and related services installations, assuring compliance with established departmental engineering and installation policies.

Maintains a variety of records relating to daily activities.

Completes work orders and related documentation to determine nature of order and work required.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to installation if required.

Respond to inquires and complaints from the public and other interested parties; and coordinate activities with other City divisions and departments and other applicable agencies.

As needed, respond to emergency situations.

### **ESSENTIAL JOB FUNCTIONS**

Ability to plan, supervise and engage in a broad range of CATV field and cable plant maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for cable plant maintenance and/or private sector construction crews; regularly operate a motor vehicle; lift objects weighing in excess of 50 pounds; possess hand and finger dexterity for operation of equipment; and analyze situations, exercising good judgment and problem solving skills.

## **MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles and practices of supervision, including selection and training; the operation and maintenance of a variety of motorized equipment; methods, tools and equipment used in cable television and fiber optic cable facilities construction, repair and maintenance; safe work methods and practices; mathematical and related techniques used to estimate material needs and their costs.

**Ability to:** Effectively supervise the work of the assigned personnel and accomplished the completion of assigned programs and projects; acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; prepare and maintain accurate written reports and records; operate and maintain equipment and tools; maintain effective working relationships with those contacted in the course of work including the public.

## **Education and Experience**

Sufficient education and experience to satisfactorily perform the duties of the class. A typical qualifying background would be:

1. Graduation from high school or possession of a GED.
2. At least five (5) years of cable television experience at the system operation level.
3. San Bruno CATV Technician II, III or related work experience.

## **Licenses:**

Possession of and ability to maintain a State of California Class C drivers license.

Successful completion and maintenance of four (4) of seven (.7) Society of Cable Television Engineers Category I Certifications is required, with completion of seven (7) certifications by end of probationary period.

Possession of Society of Cable Television Engineers (SCTE) Category II Certification or National Cable Television Institute (NCTI) certification is highly desired.

### **TOOLS/EQUIPMENT USED**

Motorized vehicles and equipment, common hand and power tools, wrenches, detection devices, monitors and electronic test equipment, electro-mechanical equipment, personal computer, mobile radio, and phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly pushes and pulls cable through conduit. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must be able to climb ladders, utility poles, and towers which may exceed a height of forty feet (40') on a regular basis.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid and/or dusty and damp conditions and vibration. The employee occasionally works in high, precarious places as well as enclosed, confined areas. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must be able to walk over different types of terrain and in a variety of weather conditions.

The noise level in the work environment is moderate in the office setting and variable in the field.

### **SELECTION GUIDELINES & GENERAL INFORMATION**

Formal application, rating of education and experience; oral interview and supplemental questionnaire or other devices as determined appropriate; reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

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