



COMMUNICATIONS FOREWORKER

JC: MA120
PG: FP-MAINT
FLSA: Non-Exempt

PC: 825J
BU: 06
September 1997

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION:

Under general supervision, plans, directs and reviews the work of a shift of communications electronic technicians engaged in the installation, maintenance, modification and primary repair of District communications systems and equipment, including radio, telephone and voice and data transmission systems; provides for the instruction of staff in work and safety procedures; performs related work as assigned.

CLASS CHARACTERISTICS:

This class assigns and directs the work of a shift of employees in a specified functional area. Work schedules and assignments to be completed are provided by a higher level supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

1. Plans daily work schedules in accordance with assigned worklist; assigns work to individuals and ensures that the work is done to accepted standards and within an established time frame.
2. Assesses and adjusts priorities to ensure that communications systems do not impact revenue operations; assists/instructs employees in troubleshooting and planning complex repairs and maintenance.
3. Assesses scope of unscheduled repair requests and assigns work; specifies and coordinates provisions of safe clearances and power shut offs required for work safety; determines if the scope of repair requires completion by component repair shop and coordinates referral of equipment to the shop.
4. Reviews and appraises performance of technicians, counsels employees and prepares documentation of deficiencies.
5. Resolves minor disputes and informs supervisors of disciplinary problems requiring action; interprets District policies and procedures to employees.
6. Arranges provision of tools and equipment to employees in the field, ensures necessary parts, tools and supplies are available for completion of jobs; orders/requisitions stock and special parts and equipment as needed and maintains inventory.
7. Conducts safety meetings and discussions on assigned topics and shop issues; trains employees

Communications Foreworker

Page 2

and monitors and enforces use of protective clothing, devices and safe work habits.

8. Reads and interprets maintenance manuals, procedures, diagrams and schematics.
9. Arranges support for communications maintenance from other groups.
10. Assists in development of maintenance procedures and checklists and parts lists; responds to requests for communications maintenance; maintains logs and records and prepares reports of work performed, labor hours and materials used and related.

QUALIFICATIONS:

Knowledge of:

- Basic operating principles of radio-wave signal and carrier voice and data communication systems and equipment, digital electronics and electrical circuitry
- Methods, materials, tools and equipment used in installation, preventive maintenance and primary repair of communications systems and equipment
- Basic supervisory principles including work assignment, instruction and review
- Procedures and equipment for diagnosing and troubleshooting communications equipment problems
- Safety practices and procedures for communication equipment repair and maintenance
- Procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

- Planning, assigning, directing and reviewing the work of communications electronic technicians
- Instructing assigned staff on work and safety procedures; analyzing equipment repair and maintenance problems, establishing scope of work required and recommending approach to the work
- Preparing and maintaining accurate records, logs and reports; reading and interpreting manuals, diagrams and schematics
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Effectively assessing priorities for communications equipment maintenance work
- Exercising sound independent judgment within established guidelines

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work shifts and be subject to overtime; must be physically able to inspect work of others and have sufficient vision to differentiate wiring and parts; must wear a respirator.

MINIMUM QUALIFICATIONS

Equivalent to an apprenticeship in radio or telephone maintenance and two years of journey level experience in the maintenance and repair of communications systems and equipment; trade school or technical training and lead or supervisory experience are desirable.

BART EEO-1 Job Group: 2500 – Foreworkers/Other
Census Code: 6200 – First Line Spv of Const./Extr
Safety Sensitive: No