



# Division Manager - Communications

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 729  
Supervisory: Supervisor  
Reports to: Associate Director – Public Works

### Summary

Under general direction of the Associate Director-Public Works, performs managerial and advanced technical work in overseeing communications systems of Utah County Government.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plan, organize, and direct administrative and technical operations for county communications systems including telephone, two-way radio, microwave, telemetry, closed circuit and cable television, fiber optics, video arraignment, and satellite receiving and up-link.
2. Consult with elected officials, department heads, and other agencies to determine current and future communications needs.
3. Supervise and direct the design, installation, and maintenance of all communications cabling infrastructure including communications cabling within facilities and outside plant telecommunications cabling.
4. Direct planning and research activities within the division.
5. Work with the Information Systems Department to provide data transmission systems.
6. Negotiate and manage contracts related to electronics and communications services and systems.
7. Supervise billings to all departments for communications services.
8. Make staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
9. Compile, review, and maintain, reports, daily work records, time cards, payroll information, work specifications, schematic drawings, written operating instructions, reference files, and appropriate personnel documentation within the division.
10. Coordinate development of equipment standards, service contracts, and proposal and bid specifications.
11. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
12. Assist in the preparation of the division budget; monitor and approve purchase orders and expenditures.

### For Office Use Only

Job Code: 2097  
Job Title: Division Manager – Communications  
FLSA: Exempt  
Effective Date: 6/24/2022  
Public Safety: No

Worker's Compensation: County  
Background Level: II  
Safety Sensitive: Yes  
DOT: Yes  
ML: Division Director

### **Knowledge, Skills, and Abilities**

- Knowledge of the installation, operation and application of microwave, data communications, telemetry, two-way radio, video, satellite, and AC/DC electrical power systems
- Knowledge of federal, state, and local regulations concerning installation, operation, and maintenance of communications systems
- Knowledge of supervisory techniques
- Knowledge of safety procedures related to communications systems
- Knowledge of the installation, operation and application of at least one of the following areas: Avaya PBX telephone systems; Motorola public safety radio systems
- Skilled in reading, writing, and math
- Skilled in creating and maintaining files, records, and reports
- Skilled in electronic design and technical writing
- Skilled in analytical problem solving
- Skilled in systems analysis, and project management
- Skilled in the configuration and use of computer hardware and software
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to effectively supervise, motivate, and guide subordinates
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but also requires field work which is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Field work exposes incumbent to hazardous chemicals, and possible bodily injury from moving mechanical parts of equipment, tools, or machinery, and therefore, requires the use of protective devices such as masks, goggles, and gloves. Field work exposes incumbent to possible bodily injury from exposure to high-power radio frequency emissions, possible electrocution hazard when working near power lines, and to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to high. This position regularly drives a motor vehicle.

### **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.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 60 pounds.

**Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. Bachelor degree in electronics, telecommunications or a closely related field
2. Five (5) years of work experience that demonstrates considerable knowledge and competency in the installation, operation, and application of either public safety radio and microwave systems or Avaya PBX telephone systems
3. Equivalent combinations of education and experience may also be considered

**Preferred Education and Experience**

1. Preference may be given to applicants with supervisory experience or to applicants with fiber optics experience

**Additional Eligibility Qualifications**

1. Applicants must possess an applicable FCC, APCO, PCIA, ETA, BICSI or equivalent certification
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Some incumbents may be required to possess a commercial driver’s license (CDL).
4. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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