

**SENIOR SUPERVISOR COMMUNICATION ELECTRICIAN**  
**(NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

Under direction, supervises the maintenance and repair of the outside plant facilities of the Division of Fire Communications; performs related work.

**Examples of Typical Tasks**

Supervises personnel in the titles of Supervisor Communication Electrician, Senior Fire Alarm Box Inspector, Painter, Machinist and other assigned personnel.

Assists the Director by coordinating the maintenance and repair operations of the Division of Fire Communications.

Plans, assigns and reviews the work of subordinates; prepares reports; is responsible for the conduct of inspection of maintenance and repair work to secure compliance with contracts and other specifications.

Inspects field operations for conformance to work schedules.

Directs and conducts tests of equipment and materials; confers with manufacturers or their representatives on new equipment and materials.

Prepares capital and expense budget estimates; prepares cost estimates for project installations based on time and material expense.

Approves or prepares requisitions and specifications for supplies, material and specialized equipment.

Consults with superiors, representatives of City departments and other appropriate personnel to plan and expedite maintenance and repair operations.

May operate a motor vehicle in carrying out duties and responsibilities.

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**Qualification Requirements**

1. Six years of practical paid experience acquired within the last 15 years as a cable splicer, line repairer, communication electrician or electrician plus two years of full-time paid experience acquired within the last 15 years as a supervisor line repairer, supervisor communication electrician or supervisor cable splicer plus one year of full-time paid experience acquired within the last 15 years supervising a group of supervisor line repairers, supervisor communication electricians or supervisor cable splicers engaged in the maintenance and repair of the outside plant facilities of a communication or signaling utility; or
2. Education and/or experience which is equivalent to "1" above.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Senior Supervisor Communication Electrician (91764)" as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.

**License Requirement**

A Motor Vehicle Driver's License valid in the State of New York.