

Communications Supervisor

Full Time Management

Denver, CO, US

Today Requisition ID: 1528

Salary Range: \$88,000.00 To \$95,000.00 Annually

Job Title: Communications Supervisor

Reports to: Communications Manager

Position Summary:

The Communications Supervisor is the frontline supervisor of the Communications Department Technicians and will be responsible for the inspection, testing and repair of the commuter railroad network and communications infrastructure.

Description of Duties:

- Assigns and directs daily work activities for the Communications Technicians and ensures compliance with all safety rules and regulations as per company policy.
- Provides guidance and clear expectations by coaching, developing and training staff to enhance productivity and ensure department goals are met.
- Performs efficiency tests as per regulation and requirements.
- Maintains timely and accurate records of inspections, repairs, calibration tests in the EAM system.
- Ensures staff receive required training to perform all functions of their job safely.
- Manages the time and attendance of work crews. Provides coaching and counseling regarding employee performance. Provides input and recommendations regarding employment and disciplinary decisions.
- Manages the administration of tests and safety inspections of train control communication equipment per FRA Part 234 and 236.

- Reviews and analyzes maintenance activity reports for trends in repairs, equipment failures and parts usage to determine if corrective action is needed and adjusting to meet department needs.
- Develop and produce reports as required and requested by department manager.
- Oversees the work required to align, adjust, and calibrate instruments by testing equipment per specifications.
- Ensures availability of supplies and tools necessary for the technicians to perform work assigned.
- Develop, review, and evaluate departmental budget needs and requests.
- Complete all other duties as assigned.

Qualifications:

- High School diploma or GED required; Associates degree in electronic/computer technology or related field and work experience required, bachelor's degree preferred.
- Minimum 4 years of supervisory/lead experience, required.
- Minimum 5-years' experience working in a related field, required.
- Experience in railroad train control inspection, maintenance and repair, preferred.
- Ability to prioritize and accomplish multiple tasks with minimal supervision.
- Must be competent with the Microsoft Office Application Suite
- Ability to work nights, holidays and weekends, including working overtime as needed
- Ability to instruct and cross train staff on inspections, maintenances, testing and repair assignments
- Must be able to work at heights exceeding 6 feet
- Must be a certified competent climber, rescue and rigger, or have the ability to become certified.
- Must be familiar with fiber return loss and distance to fault testing.
- Must be familiar with Optical Time Domain Reflectometer
- Must be able to work in all types of weather conditions and environments.
- Must possess a valid state of Colorado driver's license.
- Must pass pre-employment physical examination.

- Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy