

# ELECTRONIC TECHNICIAN SUPERVISOR

**Recruitment # 2505-4612-001**

## List Type

Original

## Requesting Department

Milwaukee Police Department

## Open Date

Friday, June 6, 2025

## Filing Deadline

Friday, June 27, 2025

## HR Analyst

Jamie Heberer + Rebecca Bird

## INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce committed to providing exemplary service to its residents. If you have a passion for being part of an inclusive team of public servants, please consider the following opportunity.*

*The Milwaukee Police Department (MPD) works closely with our community to help build sustainable healthy neighborhoods, free of crime and maintained by positive relationships. For more information about the MPD, please visit <https://city.milwaukee.gov/police>.*

## PURPOSE

**The Electronic Technician Supervisor oversees staff, operations, and maintenance in the Radio Communications Section of the Milwaukee Police Department (MPD).**

## ESSENTIAL FUNCTIONS

### Electronic and Radio Communications Maintenance and Operations

- Develop, implement, and maintain special electronic circuitry used in radio control and operations of the MPD radio system and radio communications systems of the City of Milwaukee.
- Monitor radio systems and equipment for potential sources of service interruption and take corrective action.
- Perform repair and preventative maintenance of electronic and radio communications equipment and systems.
- Provide liaison between Radio Communications Section and other City of Milwaukee departments for which services are provided.
- Schedule vehicle installation work and other repair services.

### Supervisory

- Assign, coordinate, and direct the work of Electronic Technicians and staff assigned to the Radio Communications Section of the MPD.
- Provide training and support to Electronic Technicians and assigned staff; set performance standards, monitor work in process, and evaluate performance.
- Review maintenance work by Electronic Technicians to ensure equipment operation performance is consistent with manufacturer's specifications.

**We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with**

Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

## CONDITIONS OF EMPLOYMENT

- Perform moderate physical work, exerting up to 50 lbs. of force occasionally and lifting and moving objects weighing 10-20 lbs. frequently.
- Manual dexterity and steady hands to be able to grasp, manipulate, and assemble objects.
- The pre-employment medical requirements include:
  - Drug Test
  - Physical Exam with 50lb lift test
  - Audiogram
  - Vision Test
- **NOTE: Candidates must pass an MPD background investigation before hire. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.**

## MINIMUM REQUIREMENTS

1. Associate's degree in electronic technology, computer engineering, electronics engineering, information technology or a closely related field from an accredited college or university.
2. Four years of experience performing functions related to the essential functions above, using skills in electronics and/or information technology.
3. Valid driver's license at the time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process before extending any job offers.

## DESIRABLE QUALIFICATIONS

- Experience as a lead worker.
- Communication Unit Technician (COMT) and/or Communication Unit Leader (COML) certification

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Ability to apply basic electronic principles, including both analog and digital circuits.
- Ability to assess and repair electronic malfunctions using testing equipment and diagnostic tools.
- Ability to maintain accurate records, prepare reports, and document work activities.
- Ability to read and understand electrical and electronic schematics and blueprints.
- Knowledge in the installation, repair, and modification of various electronic circuits, components, and systems.
- Knowledge in the use, repair, and maintenance of various electronic testing equipment and instruments.
- Knowledge in various safety protocols and the ability to apply them in daily task.

### Communication/Interpersonal

- Verbal communication skills to clearly and concisely explain technical information to internal and external clients, managers, and staff.
- Written communication skills to effectively document work completed and respond to messages.
- Ability to maintain effective, positive relationships with colleagues and members of the public.
- Ability to work cooperatively, effectively, and fairly with coworkers and others whose backgrounds may differ from one's own.

- Ability to work independently or in a group setting.

### **Supervisory**

- Knowledge of supervisory principles and best practices for selecting, supervising, and motivating employees.
- Ability to assign duties, set clear performance standards, provide coaching and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to assist in developing, integrating, and monitoring program goals, objectives, priorities, and outcomes.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to maintain confidentiality regarding personnel matters.

### **Critical Thinking and Professionalism**

- Ability to consistently demonstrate professional conduct.
- Ability to perform job responsibilities with accuracy and attention to detail.
- Ability to work effectively under pressure while handling multiple priorities.
- Decision-making and problem-solving skills to handle complex issues as they arise.
- Honesty, integrity, and the ability to safeguard City equipment.

## **CURRENT SALARY**

The current salary (PR 1HX) is **\$86,739-\$105,223** annually, and the resident incentive salary for City of Milwaukee residents is **\$89,341-\$108,380** annually. *Appointment above the minimum is possible based upon experience level and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits the City of Milwaukee offers, please visit <http://city.milwaukee.gov/Benefits>.

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the abovementioned deadline. Receipt of applications may be discontinued at any time after this date

without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the selection process components' date, time, and place. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

### **ADDITIONAL INFORMATION**

- Applications and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you need help completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

### **CONCLUSION**

***EEO Code = 104***

***The City of Milwaukee values and encourages diversity and is an equal opportunity employer.***