Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, WI 53233
http://www.city.milwaukee.gov/police

Jeffrey B. Norman
Chief of Police

(414) 933-4444

March 19, 2025

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for Electronic Technician Supervisor Examination/Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Electronic Technician Supervisor as soon as administratively possible. The Electronic Technician Supervisor is responsible for providing direct supervision of Electronic Technicians and other personnel assigned to the Radio Communications Section. The Electronic Technician Supervisor will also provide supervision over the general operations and personnel to ensure the proper assignment and scheduling of work projects for the efficient maintenance of electronic and radio equipment of the Milwaukee Police Department (MPD) and other city departments serviced by MPD.

Attached please find a job description for the Electronic Technician Supervisor position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith at (414) 935-7683.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

CRAIG D. SARNOW
ASSISTANT CHIEF OF POLICE

JBN:CDSss
Attachment

City of Milwaukee
CS-25, Rev. *11/14*

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 11/4/2022 - 03/14/2025	**2. Present Incumbent:** Vacant		**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*	
3. Date Filled:	**4. Previous Incumbent:** Ryan Schilder			
5. Department: Police Department	**Bureau:** Administration **Division:**		**Unit:** **Section:** Radio Communications	
6. Work Location: 4733 W. Vliet Street	**Telephone:** 935-7475 **Email:**		**Work Schedule:** Hours: 8am-4pm / Days: Monday-Friday	
7. Represented by a Union? ☐ *Yes* ☒ *No*	**8. Bargaining Unit:** **If in District Council 48, which local?**		**9. FLSA Status** *(check one)*: ☒ Exempt ☐ Non-Exempt	
10. Official Title: Electronic Technician Supervisor		**Pay Range** 1DX	**Job Code** 4612	**EEO Code**
Underfill Title *(if applicable)*:				
Requested Title *(if applicable)*:				
Recommended Title (DER Use Only):	**Approved by:** **Date:**			

11. BASIC FUNCTION OF POSITION:

Provide direct supervision of Electronic Technicians and other personnel assigned to the Radio Communications Section. Provide supervision over the general operations and personnel to ensure the proper assignment and scheduling of work projects for the efficient maintenance of electronic and radio equipment of the Milwaukee Police Department (MPD) and other city departments serviced by MPD.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: *(Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)*

% of Time	ESSENTIAL FUNCTION
100%	• Regular and consistent attendance. • Responsible for the prompt and efficient repair and preventative maintenance of electronic and radio communications equipment, systems, and assignment of specific work projects to personnel under his/her supervision.
	• Responsible for the training (including on the job training) of Electronic Technicians and other assigned personnel. Responsible for work performance rating reports during the employee's probationary period and for the employee evaluations on a semi-annual basis.
	• Responsible for the direct supervision, discipline, conduct and efficiency of all assigned Electronic Technicians and other personnel that may be assigned to the Radio Communications Section.
	• Responsible for maintaining the highest level of maintenance work by technicians to ensure equipment operational performance is consistent with the manufacturer's specifications.
	• Responsible for assisting in the development, implementation and maintenance of special electronic circuitry used in radio control and operations of the police radio system and for the radio communications systems of the City of Milwaukee.
	• In the absence of the Communications Systems Manager, this position may be authorized to temporarily assume some, or all, of the manager's duties and responsibilities.
	• Responsible to provide liaison between the Radio Communications Section and City of Milwaukee departments for which services are provided, and for the scheduling of vehicle installation work and other repair services.
	• Proactively monitor radio systems and equipment for potential sources of service interruption and take

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	appropriate corrective actions.
	• Perform other duties as assigned.
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Communications Systems Manager.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

General supervision received from the Communications Systems Manager. Employee is encouraged to use own judgement and discretion in work methods and duty assignments of personnel.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **6**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised *(Select those that apply from list above, a - h)*
6	Electronic Technician	a-h

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:
High School diploma or equivalent required. Five years of electronic technician experience (including relevant experience from other employment), and the ability to effectively supervise subordinates while maintaining good morale.

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ii. Knowledge, Skills and Abilities:
L3Harris SR10A Infrastructure Maintenance, Subscriber Programming & Maintenance, Basic networking skills, VMware Vsphere, Microwave Backhaul, Symphony Console maintenance / programming.

iii. Certifications, Licenses, Registrations:
Not required, but desirable certifications: Communication Unit Technician (COMT) and/or Communication Unit Leader (COML).

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	**Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☐	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☐	**Standing:** Particularly for sustained periods of time.
☐	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☒	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**Driving:** Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

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CHECK ONE:

☐	**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	**Light Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☒	**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☒	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 50%**

CHECK ALL THAT APPLY:

☐	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☐	**The worker is subject to inside environmental conditions:** Protection from weather conditions but not necessarily from temperature changes *(i.e. warehouses, covered loading docks, garages, etc.)*
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration:** Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards:** Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)

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☐ Cleaning supplies ☐ Commercial vehicle ☐ Data processing equipment ☒ Handcart	☐ Office supplies (pens, staplers, pencils, etc.) ☐ Packing materials (boxes, shrink wrap, etc.) ☒ PC equipment (monitor, keyboard, printer, etc.) ☒ PC software
☐ Hand tools ***(please list):***	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☒ Other ***(please list):*** Multimeter, Spectrum Analyzer	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Assists in annual budget preparations and is responsible for day-to-day materials purchasing decisions.

M. I believe that the statements made above in describing this job are complete and accurate.

_____

Signature of Department Head or Designated Representative

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