# POSITION DESCRIPTION

| AGENCY/DEPT ID | |
|---|---|
| DAS/DAS106295 | |

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | OPF - Security Services | Franklin |

POSITION NUMBER 20005728

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Radio Operator | See Table of Organization |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☒ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 09<br>Page 1 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shift/location may vary. On call 24 hours/day, 7 days/week.

JOB CODE TITLE Radio Operator

JOB CODE 52431

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 40 | Works in Security Command Center, monitors 2-way base station radio & intercom system to communicate with staff who regularly report in through field radios: receives scheduled radio reports & other communications from Command Center security personnel; dispatches & directs roamers & building personnel & relays instructions from supervisors; monitors Closed Circuit TV screens that feed from cameras located at various locations/state buildings; reports any equipment problems; monitors emergency phone system (e.g. hotline to command center from security locations) & initiates emergency contact list when needed; monitors department's security alarm central station; recognizes problems within this system both locally & remotely & reports problems to supervisors or service technician; maintains a daily log of all activity/alarms that occur during the shift; uses personal computer to download PIPE TOURs. | Knowledge of (1) security practices & procedures*; (2) radio terminology & procedures; (3) Federal Communications Commission rules & regulations governing communication equipment operation*; (4) customer service & phone etiquette.<br>Skill in (5) operation of communications equipment (e.g., 2-way radio base station)*; (6) electronic detection alarm system equipment (e.g., CCTV, VCR); (7) operation of a personal computer & associated hardware/software (e.g., scanner, digital camera, MS Word, Excel, databases, photo processing software & images in JPEG & Bitmap).<br>Ability to (8) work alone on most shifts; (9) communicate clearly & accurately with field staff; (10) recognize problems in security systems & take appropriate action (e.g., initiate emergency contact list); (11) maintain accurate records; (12) monitor multiple CCTV screens for long periods of time; (13) obtain & maintain driver's license as required by shift/assignment; (14) work overtime, weekends & evenings; (15) carry out detailed instructions. |
| 30 | Maintains key card access control system: receives pictures via personal computer & e-mail, downloads pictures to printer utilizing photo processing software & images in JPEG & Bitmap; prints & laminates I.D. cards; deletes access from outdated cards; enters coding to grant access for new cards; receives & processes I.D. card request forms; operates digital camera to photograph personnel for I.D. cards & maintains digital records; controls access to master key cabinet; maintains daily personnel report. | Knowledge of 1*, 2, 3*, 4<br>Skill in 7<br>Ability to 8, 9, 11<br><br>*developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Jeffrey Westhoenke | 2/14/13 |

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# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106295

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | OPF - Security Services | Franklin |

POSITION NUMBER 20005728

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Radio Operator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shift/location may vary. On call 24 hours/day, 7 days/week.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 20 | Performs related security & safety functions: administers First Aid & CPR; checks personnel entering & leaving buildings under control of security command center via detection equipment; assists in maintenance of peace & order in/around assigned area; documents call-offs from employees; completes necessary reports; answers telephone inquiries. | Knowledge of 1*, 2, 3*, 4<br>Skill in 5*, 6, 7<br>Ability to 8, 9, 10 |
| 10 | Performs other related duties as requested by supervisor (e.g., patrols buildings & grounds, substitutes for absent security officers, assists on-site security). | Knowledge of 1*, 2, 3*, 4<br>Skill in 5*, 6, 7<br>Ability to 8, 9, 10, 11, 12, 13, 14. |
| | | *developed after employment. |

JOB CODE TITLE: Radio Operator

JOB CODE: 52431

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 2/14/13

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