

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106295
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005728	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Radio Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005741 Administrative Assistant 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours/shifts location may vary – on call 24 hours a day, 7 days a week			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Works in Security Command Center at 4200 Surface Road, monitors 2-way base station radio & intercom system to communicate with up to 30 staff who regularly report in through field radios; receives scheduled radio reports & other communications from GSD security personnel; dispatches & directs roamers & building personnel & relays instructions from supervisors; monitors 12 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. 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). 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 at Command Center customer service counter; 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 Skill in 7 Ability to 8, 9, 11		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoren/ce</i>	DATE 12/7/10	
JOB CODE TITLE Radio Operator	JOB CODE 52431			

Appd 12.10.10 pm

\* developed after employment .

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106295
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005728	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Radio Operator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005741 Administrative Assistant 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours/shifts location may vary – on call 24 hours a day, 7 days a week			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	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 Skill in 5*, 6, 7 Ability to 8, 9, 10	
	10	Performs other related duties as required (e.g. working reception at 4200 Surface Road, assisting on-site security) as requested by a supervisor.	Knowledge of 1*, 2, 3*, 4 Skill in 5*, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14.	
		This position has been designated as essential.		
		*developed after employment		
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/c</i>	
			DATE 12/7/10	

Apd 12.9.10 paw

JOB CODE TITLE  
Radio Operator

JOB CODE  
52431