

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106295

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
OPF - Security Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005736

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Radio Operator    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005734 Security Supervisor

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 09  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    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 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. 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; 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

\*developed after employment.

JOB CODE TITLE  
Radio Operator

JOB CODE  
52431

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE    DATE

*Jeffrey Westhoven/oc*    2/27/12

Cpl. 2-24-12/oc

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POSITION NUMBER <b>20005736</b>	<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 20005734 Security Supervisor	
	<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/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 Skill in 5*, 6, 7 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 Skill in 5*, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14.  *developed after employment.		
JOB CODE <b>52431</b>	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	DATE 2/27/12	

Appl 2-24-12 jaw