POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE OPF - Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005754

☐ 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 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shift/location may vary. On call 24 hours/day, 7 days/week.
(Report-in location & work hours subject to change)

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. 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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 4/21/16

App 4.21.16 (cc)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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

POSITION NUMBER 20005754

☐ 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 ☐ 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.
(Report-in location & work hours subject to change)

JOB CODE TITLE
Radio Operator

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 52431

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	4/21/16

Appd 4.21.16 (cc)