

Radio Operator**Nature of Work**

Under general supervision, at the full-performance level, operates a central communications base station or a district radio-telephone base station and direct-line facilities and monitors/controls use of frequency by field and mobile units. Will perform a variety of clerical tasks within prescribed procedures and guidelines. Performs related work as required.

Examples of Work

Operates a variety of communication equipment at a base station that may include citizen band radio, scanner, telephone. Logs all communications received or transmitted according to Federal Communications Commission rules and regulations and agency policy. Checks district daily to record weather and stream conditions, and hazardous conditions. Dispatches agency personnel and equipment to correct hazardous conditions or provide other energy response. Relays information to agency personnel. Answers inquiries from the public and provides information. Processes invoices and requisitions for equipment, repairs, and supplies. Maintains a filing system and keeps a variety of records. Types letters, memoranda, reports, logs and various forms.

Knowledge, Skills and Abilities

Ability to learn Federal Communications Commission rules and regulations governing voice transmission of messages in and out of a communication base station.
Ability to maintain required logs of radio and telephone messages; maintain routine records and files.
Ability to learn about state and national emergency facilities, services and notification techniques.
Ability to acquire the skills necessary to activate and adjust communications equipment.
Ability to listen well and speak clearly and distinctly.
Ability to transmit and receive radio-telephone communications in a precise and accurate manner.
Ability to work under stressful situations.
Ability to learn the general functions and policies of various division within the agency.
Ability to type and takes messages in an accurate manner.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent including or supplemented by a course in typing.

Established: 9/16/93

Effective: 10/16/93