

TELECOMMUNICATOR

Nature of Work: Under general supervision operates a central communications base station, or district radio - telephone base station and direct line facilities to inform appropriate Division of Highways employees of impassable or hazardous road conditions. The primary responsibility is assisting with the timely dispatch of road crews, however, the incumbent also relays information to law enforcement agencies and emergency services units. Performs related work as required.

Examples of Work

- Operates a variety of equipment at a base station including citizen band radio, scanner, teletype and radar to monitor weather and road conditions.
- Logs all communications received or transmitted according to Federal Communications Commission rules and regulations.
- Checks each district daily to obtain weather and road conditions, road closures, accidents, slides or other hazardous conditions.
- May be responsible for dispatching highway maintenance personnel and equipment to correct hazardous road conditions.
- Records weather and road conditions tapes for radio stations.
- Relays information to law enforcement agencies, emergency service units or highway crews.
- Answers telephone calls about weather and road conditions.

Knowledge, Skills and Abilities

- Knowledge of Federal Communications Commission regulations governing voice transmissions of messages in and out of a communicator's base station.
- Knowledge of national, state and local emergency facilities and services.
- Ability to speak clearly and distinctly and to transmit and receive radio-telephone communications in a precise and accurate manner.
- Ability to maintain required base station operations logs.
- Ability to activate and adjust radio-telephone transceivers, base station consoles and teletype units.
- Ability to read and understand communications equipment operating manuals and applicable Federal Communications Commission rules and regulations.
- Ability to keep records of radio and teletype messages sent and received.

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TELECOMMUNICATOR (CONT'D)

Minimum Qualifications:

Training: Graduation from a standard high school or equivalent.

Special Requirement: First class license as a Federal Communications Commission operator may be required after employment.

Established: 11/16/93
Effective: 11/16/93