



JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8786
BARGAINING UNIT:	CLAB

Revised: 11/15/2023 Submitted: 11/14/2023

SCOPE OF RESPONSIBILITIES

Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates a multi-channel, two-way radio system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units

Verifies situations requiring immediate action

Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls

Records all radio communications, keeps log of various types including personnel who enter closed schools, and all burglar alarms

Receives emergency and non-emergency calls telephone communication at the C.B. Young Service Center and refers information to proper authorities

Alerts maintenance personnel regarding alarms and emergency call outs

Monitors computer systems of security and energy management

Maintains working relationship with Metro Safe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age

Driver's License

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training

At least one successful year of radio operations experience

Two (2) years of experience in keyboarding and computer skills

Must receive Telecommunicator certification issued by the Department of Criminal Justice Training within six (6) months of employment

Effective communication skills

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

Three years successful radio operations experience

Department of Criminal Justice and Training Kentucky Telecommunicator Certificate

Word processing skills