

RADIO-TELEPHONE OPERATOR

GENERAL STATEMENT OF DUTIES: Under general supervision, operates and monitors a radio-telephone communication system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A person in this position operates and monitors municipal radio communication circuits, keeping a daily log of all traffic. In addition, an employee in this class is responsible for the purchase of all equipment and supplies required in the maintenance of the system and the keeping of records of all maintenance and repair work on electronic equipment. General supervision may be exercised over a mechanic.

EXAMPLES OF WORK: (Illustrative Only)

Receives and sends messages on a radio-telephone communications system to various mobile and base stations;

Maintains a daily log of all calls made on the system;

Keeps a record of all maintenance and repair work performed on electronic equipment as to cost, work time involved and parts used;

Approves requests for purchases of parts and equipment;

Approves all claims and invoices for radio material prior to payment of same;

Exercises general supervision over the work of maintenance mechanic involved in the installation, repair and maintenance of radio communications equipment;

Maintains records of transmitter frequency tests as required by the Federal Communications System.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation of a radio communication system; thorough knowledge of radio equipment and component parts utilized in a radio communication system; skill in operating a radio-telephone communication system; ability to maintain cost records; ability to supervise the work of others; ability to understand and carry out oral and written instructions; tact; dependability; resourcefulness; good hearing; mental alertness; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course or possession of high school equivalency diploma and three years of experience in the operation of radio-telephone equipment; or (b) seven years experience in the operation of radio-telephone equipment; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a license issued by Federal Communications Commission as a Radio-Telephone Operator.

NOTE: The successful completion of an acceptable course in the operation of radio-telephone communication systems may be substituted for experience in the operation of such a system on a month for month basis.

Towns, Village
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0201