



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE OPERATOR RADIO (SECURITY)
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 39
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8787
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the supervision of radio communication and proper dispatching of maintenance and security vehicles. Monitors computer alarm and energy management system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates two-way radio base

Dispatches security and maintenance vehicles

Records all radio communications, keeps log of all personnel who enter closed schools, and maintains record of all burglar alarms

Operates Computer Aided Dispatch (CAD) system

Receives telephone communication at the C.B. Young Service Center

Monitors computer systems of security and energy management

Maintains working relationship with MetroSafe 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

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

Effective communication skills

DESIRABLE QUALIFICATIONS

One to three years of successful radio operations experience

Kentucky Law Enforcement Council Telecommunicator Certification

Word processing skills

Experience in a diverse workplace