



REVISED: 03/19/2025  
Submitted: 03/18/2025

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

#### 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 base 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

#### 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