

RADIO COMMUNICATIONS SUPERVISOR

KIND OF WORK

Direction of a radio communications station.

NATURE AND PURPOSE

An employee in this class is responsible for supervising the communications operations in a State Patrol radio station. Technical assistance is provided by appropriate radio maintenance personnel.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the operation of all communications equipment in a State Patrol radio station so that few problem and complaints arise.

Institutes, under general direction, procedures applicable to the work of the station so that a consistent operation is perpetuated.

Supervises the preparation and maintenance of all records relating to the operation of the station so that information and statistics are available on request.

Trains new operators in the proper use of radio equipment and orients them to governing regulations and procedures so that they can function effectively on the job.

Establishes and maintains work schedules for all radio operators and performs dispatching function as required so that ample coverage is maintained.

Maintains close liaison with radio maintenance personnel in the Highway Department so that equipment is always in proper working order.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the F.C.C. rules and regulations governing the operation of a short-wave radio station.

Thorough knowledge of law enforcement communication procedures.

Radio Communications Supervisor

Class Specification

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Considerable knowledge of the location and availability of emergency facilities and services.

Some knowledge of technical and radio operation to better identify problems for radio maintenance personnel.

Working knowledge of computerized criminal information systems.

Working knowledge of warning dissemination procedures of the Division of Emergency Services.

Ability to:

Train and supervise employees in the proper utilization of all communications equipment available.

Develop and maintain employee work schedules so as to provide adequate communications coverage.

Perform tasks of a Radio Communications Operator.

Est.: 4/67

Rev.:

Ckd.: 11/92

T.C.: 1/70

Former Title(s): Radio Dispatching
Supervisor