

RADIO DISPATCHER

NATURE AND VARIETY OF WORK

This is routine communication work in the receipt and transmission of messages between a central base station and mobile two-way radio units. Work primarily involves dispatching of inspectors to construction sites as requested by contractors or engineers and the maintenance of associated logs and records. Some assistance may also be rendered to County maintenance crews. Work is performed under the general supervision of a division head and evaluated on the effectiveness of operations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Relay phone calls from contractors to inspectors to schedule permit inspection over a two-way radio.

Make daily appointments by phone for inspectors to meet with contractors/engineers to review plans and discuss problems, etc.

Receive daily phone calls from citizens regarding problems caused by permittees and transmit to inspectors by phone or radio.

Call Miss Utility periodically for maintenance foreman before ground is broken.

Receive radio communications from inspectors and report hazardous conditions to various utility companies.

Follow FCC rules and regulations concerning radio communications.

Maintain various logs and records of radio transmission.

Maintain leave records of inspectors.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

0255 – Radio Dispatcher

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of the principles, practices and methods of operating two-way radio transmitting and receiving equipment.

Some knowledge of the geography of Prince George's County and designation of inspection areas and personnel.

Some knowledge of basic English and spelling.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to transmit oral messages clearly and accurately via radio and telephone.

MINIMUM QUALIFICATIONS

High school graduate; some clerical experience which has preferably included the development of an ability to work effectively with clerical and trade employees as well as to communicate accurately with such employees.

REVISED: 12/86