RADIOTELEPHONE OPERATOR

DEFINITION

Transmits, receives, relays, and coordinates radio communications among radio-equipped mobile units of the Transportation Services Division.

TYPICAL DUTIES

- Receives radio messages from mobile units and passes messages and information to Bus Dispatchers and Transportation Services Division supervisory personnel.
- Transmits messages, orders, and information from Bus Dispatchers and Transportation Services Division supervisory personnel to drivers of radio-equipped buses and service trucks, school personnel at area offices, and administrative personnel traveling in radio-equipped automobiles.
- Relays radio messages between mobile units, broadcasts instructions to units to maintain a clear channel, and alerts Area Bus Supervisors of emergency situations in the field as they arise.
- Monitors radio transmissions on the administrative and operational radio frequencies.
- Selects appropriate relay transmitter for the clearest radio broadcasting of messages to individual mobile units.
- Initiates routine assistance to accidents, incidents, no-one-home-to-receive situations, and breakdowns based on standardized procedures.
- Maintains a comprehensive daily log of radio transmissions and logs location and radio contact availability of personnel assigned to mobile radio units.
- Reports malfunctions of radio equipment.
- Notifies bus contractors and Area Bus Supervisors of interruptions of school bus service.
- May perform general clerical duties including inputting data into a computer and performing routine calculations.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Radiotelephone Operator uses a voice radio transmitter to receive, transmit, and relay information among radio units of the Transportation Services Division.

A Police Dispatcher exercises independent thinking and judgment when receiving and responding to calls and to signals from intrusion and other alarms in schools and offices; initiates, receives, and relays radio messages; and dispatches School Police patrol units.

SUPERVISION

General supervision is received from a Bus Dispatcher or Senior Bus Dispatcher. No supervision is exercised.
CLASS QUALIFICATIONS

Knowledge of:

- Geographic area of Los Angeles Unified School District and location of schools and facilities
- Federal Communications Commission regulations pertaining to the operation of two-way radio systems
- Organization, operations, and procedures of District student transportation
- Computer applications such as word processing and email

Ability to:

- Speak clearly and condense messages into concise and correct language
- Memorize radio codes used by the Transportation Services Division
- Maintain records and perform routine clerical work
- Work effectively with other employees
- Work under pressure
- Utilize various computer applications such as word processing and email

Special Physical Requirements:

- Oral communication skills for effective two-way radio transmissions and telephone contacts
- Aural communication skills in order to discern messages that are being relayed from more than one radio channel

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- Experience as a school bus driver or experience with the operation of two-way radio communications equipment is preferable.

SPECIAL NOTE

Incumbents in some positions may be required to work atypical work weeks, evenings, and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
07-10-2017
JPK