

## 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.

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JPK