

RADIOTELEPHONE OPERATOR

DEFINITION

Transmits, receives, relays, and coordinates radio communications among a base radio station, radio-equipped mobile units of the Transportation Services Division, and sub-base radio stations.

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 base stations, 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 sub-base stations and radio-equipped automobiles for radio transmissions.
- 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 and sub-base stations.
- 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.
- May change, label, file or retrieve tapes or cassettes of radio transmissions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Police Dispatcher exercises independent judgment in responding to signals from intrusion and other alarms in schools and offices; initiates, receives, and relays radio messages regarding security matters; and dispatches School Police patrol units or local emergency service personnel.

A Telephone Operator spends the major portion of assigned time operating a telephone console of 50 or more stations to relay calls to proper persons or stations; or operates a smaller console and answers inquiries and provides information to students, District personnel, and the general public on matters pertaining to operation of the school or office to which the position is assigned.

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

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
Learn to access information and to enter simple information into an office computer

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 desirable.

Special:

Willingness to work early or late shifts and, on occasion, weekends.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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