

Radio Operator
Safety Services Department
Ohio Turnpike & Infrastructure Commission

The Ohio Turnpike & Infrastructure Commission is seeking a Radio Operator to work in our Safety Services Department. Qualified candidates must have a working knowledge and/or experience with computer-based communication and data entry equipment; experience with geographical information systems (GIS), portable changeable message boards (PCMB) and video surveillance systems is preferred; the ability to type 40 wpm with accuracy; working knowledge of MS-Word and MS-Excel; must have a clear speaking voice and be able to work with little or no supervision. Knowledge of Ohio Turnpike & Infrastructure Commission (OTIC) and Federal Communications Commission (FCC) rules and regulations governing communication equipment operation*. Skill in operation of computer-based dispatch and associated communication equipment; ability to understand systems of procedures; understand technical manuals and verbal instructions; code items according to established methods; maintain accurate records; prepare accurate reports; gather, collate and classify information about data, people or incidents; handle customer complaints; handle unusual situations calmly and use judgment in carrying out assignments; organize material for broadcast in accordance with established formats of the Ohio Turnpike & Infrastructure Commission*; monitor all applicable communication frequencies with skill and accuracy.

(*) Developed after employment

Duties/Responsibilities

Radio Operators operate computer-based dispatch and associated communication and data entry equipment according to programmed instruction and routine; coordinate emergency response effort with Ohio State Highway Patrol (OSHP), OTIC maintenance facilities, Emergency Medical Services (EMS), Fire Departments (FD), Disabled Vehicle Services (DVS) upon reports of vehicular accidents, personal injuries/illnesses, unusual incidents, etc.; inform Commission staff of all unusual emergency situations and/or incidents within the prescribed notification system set forth by the Technology Manager; maintain comprehensive radio logs and prepare necessary reports; and report communication and toll equipment breakdowns to the Commission's maintenance contractor. Performs any other duties as may be assigned by the Operations Supervisor or the Safety Services Manager.

Salary

Starting salary is \$36,724.48 annually.

Work Location and Hours of Work

Ohio Turnpike & Infrastructure Commission Administration Building, 682 Prospect Street, Berea, Ohio 44017.

Shift for this position is as follows:	Sunday:	4:00 p.m. – 12:00 a.m.
	Monday:	4:00 p.m. – 12:00 a.m.
	Thursday:	12:00 p.m. – 8:00 p.m.
	Friday:	8:00 a.m. – 4:00 p.m.
	Saturday:	8:00 a.m. – 4:00 p.m.

Shifts in general may vary based on a 24-hour day/7 day a week schedule. Must be flexible and able to work modified shifts as necessary, including overtime.

Application Process

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black ink pen, and send it along with a cover letter and resume via U.S. mail to:

Ohio Turnpike & Infrastructure Commission
Attn: Human Resources Manager
Advertisement Code: Radio Operator
682 Prospect Street
Berea, Ohio 44017

Applications must be received by the Human Resources Department no later than Monday, April 28, 2014.

No facsimiles or electronic submissions please.

The Ohio Turnpike & Infrastructure Commission is an *Equal Opportunity Employer*