



Radio Operator

Berea Administration Building

Berea, OH

The Ohio Turnpike & Infrastructure Commission is seeking a Radio Operator to work in our Safety Services Department. Qualified candidates must have:

- High School diploma or GED.
- Valid Class "D" Driver's License.
- Working knowledge and/or experience with computer-based communication and data entry equipment.
- Experience with geographical information systems (GIS), portable changeable message boards (PCMB), video surveillance systems and Computer aided dispatch (CAD) experience is preferred.
- Ability to type 40 wpm with a high level of accuracy.
- Working knowledge of Microsoft Office, especially MS-Word and MS-Excel.
- Must have a clear speaking voice; proficient in reading, writing with the English language; and be able to work with little or no supervision.
- Experience with Voice over Internet Protocol (VoIP) is preferred.
- Ability to utilize equipment unique to this position such as Multi-Agency Radio Communication System (MARCS)- OTIC*.
- Knowledge of Ohio Turnpike & Infrastructure Commission (OTIC) and Federal Communications Commission (FCC) rules and regulations governing communication equipment operation*.
- 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

- 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 Safety Manager.
- Maintain comprehensive radio logs and prepare necessary reports.
- Report communication and toll equipment breakdowns to the Commission's maintenance contractor.
- Perform any other duties as may be assigned by the Operations Supervisor or the Safety Services Manager.

Salary

Starting salary is \$20.07-hourly. Salary increases with OTIC service.

Benefits

Excellent healthcare and pension; Paid sick, vacation leave and holiday's

Work Location and Hours of Work

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

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/overtime as necessary pursuant to operational need.

Unusual Working Conditions

Shifts maybe modified to cover radio operators who are on leave; subjected to stressful situations (i.e. first responder for vehicular accidents, personal injuries/illnesses, unusual incidents, etc.); high regard for attention to detail; security and confidentiality of data files is of highest level of importance; involves sitting for prolonged periods of time.

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 will be accepted until positions are filled.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.