



# 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 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), video surveillance systems and Computer aided dispatch (CAD) experience 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. Experience with Voice over Internet Protocol (VoIP) is preferred. 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 \$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 as necessary, including overtime.***

**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 Generalist  
Advertisement Code: Radio Operator  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be accepted until Friday, November 29, 2019 at 5:00 p.m.**

***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.***