

JOB DESCRIPTION

Title/Position

Radio/Teletype Operator

Description of Duties

Directly responsible to the Radio/Teletype Supervisor.

Specific Responsibilities

- Enforce the rules and regulations mandated by the West Virginia Parkways Authority
- Receive, monitor and dispatch information via turnpike radio, state police radio, teletype, telephone and mail to all law enforcement, turnpike personnel, wrecker and road service, ambulance, fire and emergency personnel.
- Provide entries for the Computer Automated Dispatch (CAD) System.
- Maintain data recorder records of all radio, telephone traffic from operations.
- Monitor and program VMS boards for traffic information.
- Update the West Virginia Parkways TIC Centers of changing road and weather conditions.
- Must keep all emergency phone numbers and call out phone numbers for maintenance updated.
- Monitor video cameras for highway and facility security.
- Maintain acceptable means of building security by monitoring all after-hour visitors - noting the time of arrival and departure of all visitors.
- Maintain and create road and weather conditions in the Traffic Management System, (TMS) for 511.
- Monitor the License Plate Recognition system. (LPR)
- Other duties as assigned.

Skills and Abilities

- Must have the ability to perform under pressure.
- Must have the ability to evaluate several situations at the same time and give the proper priority to each.
- Must have outstanding character traits.
- Must have the ability to deal with the public in a professional and courteous manner.
- Must possess excellent communication skills.
- Must have a working knowledge of what agencies to contact in an emergency situation.
- Must have the ability to interact with co-workers under very stressful situations.
- Must possess fundamental typing skills.

Physical Requirements of the Job

- Sitting for long periods of time.

- Must be able to work for extended periods without breaks based on operational/situational necessity.

Equipment

All equipment is provided by the Parkways Authority.

Method of Salary Compensation

Hourly position with all hours worked within one-week. Hours in excess of 40 hours to be paid at the rate of time plus one-half.

Work Schedule

Compensation is based on a 40-hour work week. Hours are worked according to the needs of the Parkways Authority.

Place of Duty

The Parkways Authority Headquarters office in Charleston.

Education/Experience

Minimum of a High School diploma or equivalent. Experience in dispatching preferred.

Special Requirements

- Must possess a valid West Virginia WEAPONS teletype certificate which must be validated every two years.
- Must undergo a pre-employment extensive background investigation, conducted by a uniformed member of the West Virginia State Police. This will include research into any criminal activity of a felonious nature.

Health

Excellent health desired