

# **JOB DESCRIPTION: RADIO OPERATOR**

## **PURPOSE**

To describe examples of essential duties and responsibilities, other duties and responsibilities, qualification requirements and demands of the individual performing the task of Radio Operator.

## **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Listed below are representative descriptions of the kinds of essential duties and responsibilities that this position includes

- Radio Operator is responsible for the operation of the station base radio.
- He/she shall deploy certain “10” codes as deemed pertinent by the Chief. If situation warrants “10” codes may be eliminated.
- At any mutual aid fire calls, “10” codes will be eliminated. Plain talk will be used.
- Basic CB talk, slang, will not be used.
- He/she will help to instruct probationary firefighters on the use of all the radio equipment.
- He/she will fill out all forms consisting of times, personnel on call, etc. This information will be printed in a legible handwriting in ink with the understanding that these records may end up in a court of law.
- He/she will not leave the radio unattended for any reason.
- He/she will be responsible for making all phone calls necessary for proper notifications during a fire or other emergency response.
- He/she shall turn over to the Fire Chief all records pertaining to Northern Piatt radio dispatch. All records will be as accurate as possible.
- He/she will make himself/herself aware of what vehicles have left the station and with how many personnel.