

JOB DESCRIPTION

Benchmark Job #197

Ministry: Transportation and Highways
Branch: Regional Office
Location: Kamloops

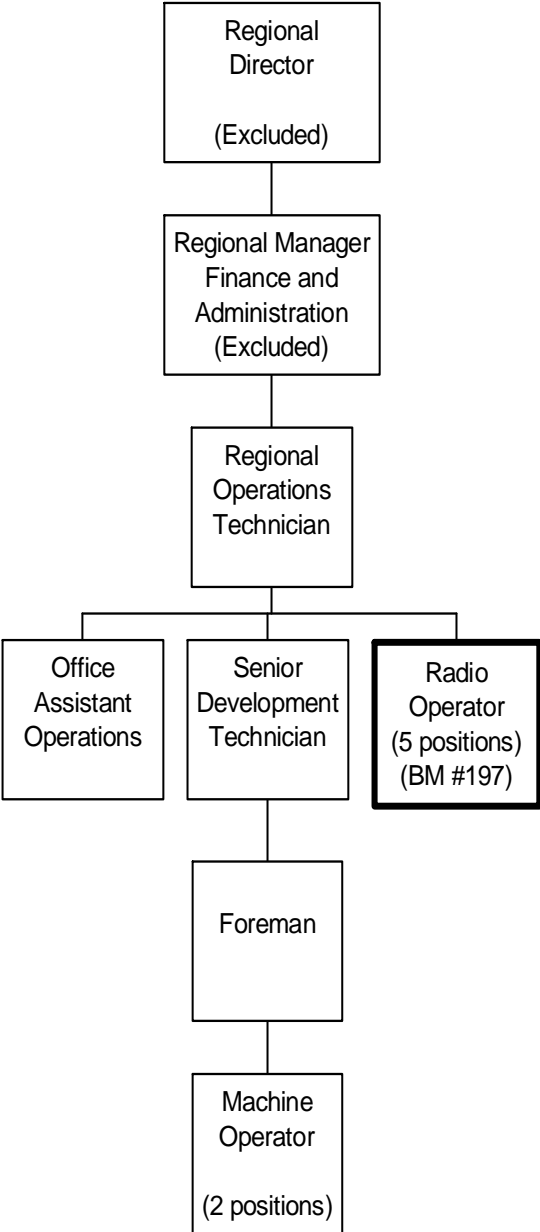
Working Title: **Radio Operator**
Level: Range 9
NOC Code: Operator Radio & Teletype (Obsolete)

PRIMARY FUNCTION

To maintain a flow of communication between radio room, field personnel, and the general public and to gather and distribute information on items such as weather conditions, road conditions, avalanches, accidents, and spills.

JOB DUTIES AND TASKS

1. Maintains a flow of communication between radio room, field personnel, and the general public using five radio channels and four telephone lines
 - a. connects two or more field personnel through the use of radio repeaters
 - b. connects telephone users to field personnel
 - c. coordinates communications between rescue personnel during emergencies, accidents, and spills
 - d. responds to enquiries from the general public including providing road, ferry, hazard, and closure information by recording complaints and notifying appropriate staff for response
 - e. notifies appropriate personnel, radio stations, tourist information centres, bus and truck lines, the police and ambulance services regarding road closures
 - f. notifies electricians of traffic light, street light and flasher problems
 - g. notifies contractors of accidents, rock or mud slides, dead animals and other hazards
 - h. responds to radio requests for road and ferry information from field personnel and contractors
 - i. contacts other radio rooms as required to maintain accurate and up-to-date information
2. Gathers and distributes information on items such as weather, road conditions, avalanches, accidents, and chemical spills
 - a. receives road and weather information from contractors, codes and enters onto computer, and compiles into reports
 - b. relays weather reports and updates three times each day to Ministry staff and contractors
 - c. receives, codes, and enters data onto computer for the Avalanche section and distributes hazard forms for avalanche areas
 - d. provides road reports for radio stations and the news media
 - e. faxes reports to other Ministries, local weather offices, Atmospheric Environment Services, and various other agencies upon request
3. Performs other related duties
 - a. updates and distributes Ministry manuals and Ministry load restriction information
 - b. organizes and maintains accurate records of road and weather conditions and changes to overhead message signs, and operates and updates overhead message signs
 - c. requisitions supplies for office
 - d. completes travel voucher forms and time sheets
 - e. provides orientation to new employees



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to radio communications to operate a radio system to provide road condition and weather reports to general public, agencies, tourist information centres, and media; gather and distribute information relating to avalanches, emergency response, and road closure and notify appropriate personnel as to hazards.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide road condition and weather reports to various groups, compile accurate road, weather and avalanche reports, and maintain communications during emergencies.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information of avalanche services, emergencies, and road and weather conditions with field staff and the public.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to operate radio phone to provide road condition and weather information.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instructions to operate radio system to provide road conditions and weather reports to the public, connect office and field personnel by way of radio repeaters, gather and distribute information relating to avalanches, accidents, chemical spills and road closures, and respond to emergency situations by notifying appropriate personnel.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to requisition supplies for office.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to support a large multiple-user information system by coding, inputting, storing, retrieving and maintaining highway and weather records and information.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace for new employees.</p>	A	5
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to provide a regional service intended to ensure the safety of others by receiving, assessing, and directing incoming information on road closures, avalanches, and weather conditions to appropriate personnel.</p>	D	25
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to monitor and link calls from five radio channels and four telephone lines.</p>	C	12
11	<p>PHYSICAL EFFORT Moderate physical effort to frequently visually focus attention to computer screens to code and enter data.</p>	C	12
12	<p>SURROUNDINGS Exposure to crowded office setting in radio room with background noise from communications equipment, almost always.</p>	B	4
13	<p>HAZARDS Limited exposure to hazards from frequent keyboarding to enter road and weather information into computer.</p>	B	4

Total Points: 282

Level: Range 9