JOB DESCRIPTION

Radio Dispatcher - PPD

**Definition of Class**
This is a non-supervisory position in which the incumbent’s primary object is to maintain an emergency office coordinating emergency procedures and directing the appropriate personnel to responsive action.

**Examples of Work Performed**
Operates PPD communications and radio operation to external agencies off campus.

- Creates work order notifications in SAP.
- Maintains computerized log of all after-hours emergency calls.
- Maintains log tickets of all calls, fire alarms, make work orders, etc.
- Monitors and responds to 46 emergency alarms and 8 telephones.
- Monitors and responds when necessary to CB emergency channels and weather conditions.
- Monitors and responds when necessary to airport, physical plants, and other areas.
- Receives all (Physical Plant Department) phone calls when closed and handles accordingly (emergency or other).
- Responds to emergency problems, making decisions on when and whom to notify with concerns.
- Tracks UPS packages for PPD including calling the various shops.
- Performs various paperwork duties including filing and typing.
- Provides computer printout on status of buildings.
- Maintains keys.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Monitors emergency channels, telephones, and alarms and dispatches emergency services.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:**
  Ability to read, write, and understand basic instructions.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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