JOB DESCRIPTION

Senior Radio Dispatcher - Physical Plant

**Definition of Class**
This is a supervisory position in which the incumbent assists in the training and scheduling of the department radio dispatchers in the Physical Plant. The incumbent coordinates emergency procedures, directs appropriate personnel to responsive action, and ensures that all policies related to emergency procedures are current. The incumbent to this position is also responsible for the University rental fleet operations.

**Examples of Work Performed**
Organizes and prepares work schedules for Physical Plant Radio Dispatchers; maintains time sheets and leave records, and makes recommendations regarding performance evaluations for subordinate staff.

Trains subordinate employees on departmental policies and procedures.

Remains on call to provide assistance to dispatcher’s 24- hour a day.

Updates and maintains procedures for Emergency Book.

Operates Physical Plant communications and radio operations to internal and external agencies.

Handles Physical Plant related emergency calls after normal hours of operation. Notifies appropriate agency and University personnel in the event of an emergency.

Creates work order notifications in SAP.

Monitors University fire alarms and burglary alarms; notifies proper authority; maintains log-detailing response to alarms.

Maintains computerized log of all after-hours emergency calls.

Responds to emergency problems; makes decisions on when and whom to notify with concerns.

Maintains keys to facilities.

Completes various administrative duties such as filing, typing, and computer operation.

Performs related or similar duties as required or assigned.

**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. Provides training and direct supervision regarding the daily activities performed by the Physical Plant Radio Dispatchers.

2. Ensures that emergency procedures are current and documented properly.

3. Monitors emergency channels, telephones, and alarms; dispatches emergency services when required.

**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 Personnel Department 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 position, the incumbent is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls. The incumbent is regularly required to reach with hands and arms. The incumbent is occasionally required to walk; stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Three (3) years of experience related to the above described duties.

**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.

Rev. 03/31/2015

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