



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Maintenance Radio Dispatcher  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs  
Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform responsible, technical work in the operation of telephone and radio communications equipment.

### Essential Functions of this Job

Receives telephone and personal callers, and when the supervisor is busy, screens and transfers to subordinates. Monitors and responds to radio communications from mobile vehicles. Dispatches appropriate trades to locations to resolve issues as necessary. Maintains telephone and radio logs. Maintains computer-related files as required by supervisor. Sorts and files correspondence, reports, vouchers or other materials.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Three years verifiable clerical experience. Experience in data input involving a computer is preferred. Some knowledge of the proper use of communications equipment. Ability to keep routine records and make simple reports. Ability to understand and follow written and oral instructions. Ability to express ideas clearly and concisely. Ability to meet and deal with the general public in an effective and courteous manner. Capable of handling emergency situations as they arise in an efficient and effective manner, to include ensuring that appropriate trades arrive in the necessary time to resolve the issues. Bilingual/biliterate

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preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school, completion of GED, or trade school.

Work Context:

Requires mostly sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with children, individuals and/or teams. Requires the use of alternative communication systems such as electronic mail, telephones, two way radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working both indoors and outdoors. Requires sitting for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 20 pounds, and infrequently more than 20 pounds.

Local Code: 9947  
EEO5: 52  
Approval Date: 2012-12-12  
Date Last Revised:

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