

**J O B   O P P O R T U N I T Y**  
**C I T Y   O F   M A N S F I E L D ,   O H I O**

**ORDINANCE 19-008**

**POSTING DATE: 01/21/21**  
**DEADLINE DATE: 01/27/21**

**TELECOMMUNICATOR**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **PUBLIC SAFETY COMMUNICATION DIVISION:**

<b>POSITIONS</b>	<b>GRADE</b>	<b>STEP</b>	<b>HOURLY</b>	<b>ANNUALLY</b>
<b>TELECOMM.</b>	<b>14</b>	<b>D - F</b>	<b>\$14.72-\$21.08</b>	<b>\$30,616-\$43,837</b>

**GENERAL STATEMENT OF DUTIES:**

Under general supervision, operates and monitors communications equipment; dispatches emergency response personnel; data entry. Performs related duties.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Monitors and responds to all radio traffic and telephone calls  
(Emergency/non (emergency) exercising independent and prioritized  
Judgment to ensure employee and citizen safety;  
Maintains availability status of emergency equipment and personnel;  
Monitors and transmits radio frequencies of common public safety  
Interest;  
Transmits information related to emergency vehicles (weather,  
hazardous street conditions, traffic problems, etc.);  
Enters and maintains computer data;  
Maintains logs, reports and schedules;  
Miscellaneous clerical duties;  
Performs related duties.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of (1) local and surrounding area geographic,(2) federal and state communication rules and regulations, (3) departmental methods and procedures, (4) communication equipment; Skill in (5) data entry, (6) typing; Ability to (7) function professionally and capably in a stressful environment, (8) remain calm in emergency situations.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Any combination of training and work experience which provides the required knowledge, skills and abilities.

**MUST HAVE A CLEAR CONCISE VOICE**  
**MUST HAVE ABILITY TO BECOME L.E.A.D.S. CERTIFIED.**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. (19)**