

## ORDINANCE NO. 1742

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, ADOPTING A REVISED EMPLOYEES' SALARY AND PAY PLAN CLASSIFICATION BY DELETING FOUR (4) COMMUNICATIONS OPERATOR POSITIONS AND CREATING FOUR (4) LEAD COMMUNICATIONS OPERATOR POSITIONS; BY PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the revised Employees' Salary and Classification Plan be amended as follows:

The number of positions as Communications Operator authorized in the 1981-82 budget is hereby reduced from sixteen (16) to twelve (12).

SECTION 2. There is hereby created the classification of Lead Communications Operator as per the attached job description and four (4) positions are hereby authorized with a pay grade eleven (11) with a salary range of \$1174 - \$1568.

SECTION 3. That should any word, sentence, clause, paragraph or provision of this ordinance be held to be invalid or unconstitutional the remaining provisions of this ordinance shall remain in full force and effect.

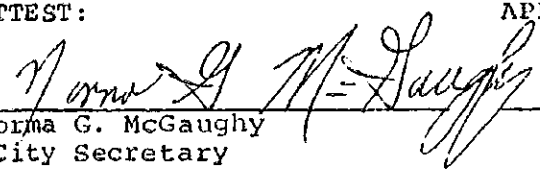
SECTION 4. The fact that the present Employees Classification and Salary Plan of the City of Mesquite is inadequate to provide stability and continuity in the employment of essential employees creates an urgency and an emergency and necessitates that this ordinance become effective immediately from and after its date of passage and the publication of its caption as the law in such cases provides.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 16th day of November, A.D., 1981.

  
B. J. SMITH  
MAYOR

ATTEST:

APPROVED AS TO FORM:

  
Norma G. McGaughy  
City Secretary

Elland Archer  
City Attorney

JOB SPECIFICATION

JOB TITLE Lead Communications Operator

GRADE II

JOB SUMMARY: Under general supervision, operates radio, telephone, teletype and related communications equipment in receiving and transmitting emergency calls, information and messages and in dispatching police, fire and other emergency units; operates a work station in the National Crime Information Computer network; assigns and reviews work of Communications Operators; performs related work as required.

EXAMPLES OF DUTIES PERFORMED:

Receives emergency calls, determines details and dispatches appropriate police, fire, ambulance, rescue or other emergency units.

Sends and receives radio and telephone messages; receives and relays messages from other stations and from the public.

Maintains log of calls received and dispatched.

Makes inquiries of crime information computer (N. C. I. C. ) to check for stolen property or wanted persons.

Transcribes information from local wanted persons and stolen property reports to computer data cards; enters information into computer.

Cancel information on cleared records and recovered property; performs related tasks as required.

Dispatches for city service crews after regular working hours of city dispatcher.

May search prisoners.

Assigns and reviews work, assists in training program of shift personnel and coordinates the maintenance of records.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, difficulty and responsibility.

Prepared by Personnel Department Date Revised 10/81

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

EDUCATIONAL LEVEL: High school graduate.

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SKILL REQUIREMENTS: Knowledge of rules and regulations of the Federal Communications Commission governing the operation of radio receivers and transmitters; knowledge of proper use and care of radio-telephone equipment; knowledge of local geography and public safety resources; ability to speak clearly and concisely; ability to think clearly and to act effectively in emergency situations; ability to do simple typing and clerical work. Ability to obtain a Second Class Radio-Telephone Operator's license issued by the Federal Communications Commission if assigned to communications.

EXPERIENCE: \_\_\_\_\_ Up to 3 months \_\_\_\_\_ Over 3 months, up to 1 year  
 \_\_\_\_\_ Over 1 year, up to 3 years \_\_\_\_\_ Over 3 years, up to 5 years  
 \_\_\_\_\_ Over 5 years \_\_\_\_\_ Other

COMPLEXITY: Independent Action \_\_\_\_\_ Making Decisions \_\_\_\_\_  
 \_\_\_\_\_ Exercises Judgment \_\_\_\_\_ Planning \_\_\_\_\_

Creative Effort \_\_\_\_\_ Shift supervision responsibilities include coordination of work effort to maintain effective communication support service to Public Safety Departments. Involves planning and judgment within approved organizational objectives and procedures.

SUPERVISION RECEIVED: General supervision. Standard practice enables employee to proceed alone on routine duties, referring questionable cases to higher authority.

SUPERVISION EXERCISED: Direct supervision of a group of 2-6 employees. Employee is accountable for results.

RESPONSIBILITY: Errors could be serious involving loss of time, delaying emergency action, etc. Works with confidential data.

CONTACTS: Continuous contact with other departments, other government agencies and with public. Requires tact, courtesy and common sense.

WORKING CONDITIONS: Good.

PHYSICAL DEMEND: Normal mental and visual attention.

MAY PROMOTE FROM:

Job Title:

Communications Operator

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