



Middle Peninsula Regional Security Center

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Timothy P. Doss
SUPERINTENDENT

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Control Room Operator

POSITION SUMMARY

The main task of a facility control room operator is to control the movement of officers and inmates from different parts of the facility. This is done by operating the switchboard in the control room, which opens and shuts doors and gates in various parts of the facility. Control room operators also monitor the officer and inmate activity in various parts of the facility through closed circuit TV, radios and audio monitors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statements

- Operates base radio within the jail.
- Maintains communication with jail posts.
- Monitors radio for routine and emergency transmissions.
- Monitors alarm systems in the jail and dispatches assistance when needed.
- Operates electronic control panel for access to various areas in the jail.
- Monitors security cameras to track inmate movement and identify security violations in all areas of the jail.
- Remains calm in crisis or emergency situation.
- Arrives at work on time, prepared to perform assigned duties and work assignment scheduled.
- Readily complies with departmental policies and procedures.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

POSITION QUALIFICATIONS

Competency Statement

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED);

Experience: N/A

Other Requirements: Employee must possess a valid driver's license issued by the Commonwealth of Virginia. Employee is required to have a pre-employment, post-offer examination and polygraph.

PHYSICAL DEMANDS

- Ability to stand for extended periods of time.
- Standing, sitting for long periods, kneeling, stooping, lifting, bending, climbing, twisting upper body, carrying, listening, talking, data entry and typing in the performance of duties.
- Hears audible sounds such as normal conversations, audible alarms and radio transmissions.

WORK ENVIRONMENT

- Exposure to individuals accused or convicted of crimes and exposure to individuals with risk of illness.
- Use of computers, telephone, two-way radio communications, intercom system, and a variety of detention devices used to perform daily functions.
- Work is primarily indoors in an air-conditioned room.

IRREGULAR HOURS:

- May be assigned any shift including days or nights with varying days off.
- Work day, evenings, weekends, and holiday hours are required as needed.
- Essential Personnel for Emergency Situations; at the discretion of the Superintendent.

Approval Signature: _____



Date: _____

10.31.18

The Superintendent has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the MPRSC reserves the right to change this job description and/or assign tasks for the employee as MPRSC may deem appropriate.