

## Job description

## Radio operator

### **The Radio operator is responsible for:**

The rostered SARCC radio watch, to safely man the operations of the radio base, under the directions of the Duty Watchkeeper.

### **In particular the Radio operator is responsible for:**

#### ***Opening/relieving the Radio Base by:***

- Familiarizing with on going radio traffic and operations
- Switching on all radio sets and the Scanner (ensure scanner is set to 121.5 MHz); adjust all squelch controls as appropriate.
- Checking Pager is switched on.
- Signing on in Communications Log Book and write in the Base opening time.
- Contact rostered MRRS (not before 0550hrs), using UHF Ch 6 for MRRS 1 and 27 MHz Ch 90 in the case of MRRS 2 or 3.
- Check all information sent by MRRS has been received.
- Enter all outstanding action requirements into the Communications Log Book.
- Enter all faxes into the Communications Log Book. Check that MRRS has given any VTRs a month/sequence number and record them in the appropriate VTR Log Book.
- Enter tidal information for the day on the Tide Board.
- Check the NOTOP Folder and the Notice Board for additional instructions, procedures and information.
- Read the Communications Log Book for the last watch preceding the closure of the SARCC.
- In the event of an emergency at night when there is only one operator at the SARCC, the Duty Watch Keeper is to use the keys provided to gain entry to the building.

#### ***Manning the Radio Base in:***

- Compliance to the requirement of the SRB Maritime Training Package Competency
- Maintaining the WH&S standards of a safe and hygienic workplace.

#### ***Closing/handing over the Radio Base at end of duty watch :***

### **THE DUTY RADIO OPERATOR IS NOT TO LEAVE THE SARCC UNATTENDED.**

In the event of an emergency call-out when the SARCC is closed and an MRRS is operating, the Duty Watch Keeper is to open the SARCC and immediately notify Port Macquarie Police.

I have understood this job description and agree both to comply with Safety and Pollution Prevention Regulations and Procedures at all times, and to take the necessary precautions in the interests of human life, property and the marine environment.

Radio Operator signs \_\_\_\_\_

Date \_\_\_\_\_