

## **POSITION DESCRIPTION**

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| <b>Job Title</b>    | : | Close Circuit TV Operator  |
| <b>Department</b>   | : | Information and Communications Technology Unit   |
| <b>Division</b>     | : | General Administration   |
| <b>Reporting to</b> | : | Close Circuit TV Shift Supervisor  |
| <b>Supervising</b>  | : | N/A  |
| <b>Role</b>         | : | Reporting to the Close Circuit TV Shift Supervisor, the Close Circuit TV Operator will be responsible for operating and monitoring all systems within the Control Centre in an efficient manner ensuring that all work is undertaken in compliance with the operating procedures, legislation and the codes of practice. |

### **Duties and Responsibilities :**

- Operates and monitors all systems within the Control Centre in an efficient manner ensuring that all work is undertaken in compliance with the operating procedures, legislation and the codes of practice.
- Liaises with the Police, other agencies and members of staff to ensure the appropriate use of the system.
- Records all events and actions taken in a clear, legible and accurate written format.
- Provides an efficient and courteous radio and telephone answering service.
- Reports equipment failure to the site supervisor to maximise operation of the system.
- Maintains a secure system for providing data in accordance with the regulations and standard operating procedures and ensures the security of the control room and equipment is maintained at all times.
- Captures detailed video information to assist the protection service in identifying criminal activities.

- Supports the Close Circuit TV Manager and site supervisor by providing monitoring of the maintenance programme to ensure full use of the system.
- Performs any other related duties as may be required.

**Knowledge, Skills  
and Abilities :**

- Must have local knowledge of the towns covered.
- Ability to observe and react quickly and calmly to incidents.
- Must be a good team player, possess good oral and written communication skills and be able to demonstrate a firm, tactful approach to work.
- Sound knowledge of Digital Imaging.
- Visual and spatial ability to analyze shapes and images on a monitor screen in a logical fashion.
- Must be able to work on a shift basis.
- Ability to work well in a team environment.
- Ability to communicate effectively both orally and in writing.

**Experience  
and Training :**

- Five (5) CXC passes including English Language and Mathematics at General Proficiency Levels I, II or III.
- Minimum of one year's experience in a similar environment will be an asset.
- Computer Literate as evidenced by certificate from a recognized institution.