

# American Radio Relay League Inc.

## Job Description

### W1AW Operator

**Position:** W1AW Operator

**Reports to:** W1AW Manager

**Classification:** Hourly Non-Exempt

**Pay Range:** \$19.60 to \$22.00 per hour

*ARRL is an Equal Opportunity Employer*

#### **Summary:**

The W1AW operator is responsible for operating the W1AW control station in accordance with its weekly operating schedule and with FCC regulations. This role includes supporting visiting amateur radio operators and assisting with station maintenance and public engagement.

#### **Essential Functions & Responsibilities:**

- Create Morse code practice files from plain text content.
- Prepare ARRL/W1AW bulletins accurately and timely.
- Ensure scheduled transmissions occur at designated times and frequencies.
- Supervise and support visiting operators and their activities.
- Conduct station tours during or outside of regular operating hours as needed.
- Perform routine maintenance and minor equipment repairs as needed, including keeping the station & equipment clean.
- Collaborate effectively with other department colleagues.
- Provide operational support in the absence of the Station Manager, including during vacations.
- Support RadioSport activities as time permits.
- Performs other duties as assigned or requested.

#### **Performance Measurements:**

Contribute to creating positive energy in a collaborative team atmosphere, showing excitement and pride in the team's work and being accountable for results.

Must be able to independently operate W1AW with little or no immediate supervision by station manager.

Exhibit professionalism and hospitality when interacting with domestic and international visitors.

Demonstrate strong knowledge of amateur radio protocols, procedures and best practices.

Identify and resolve issues with transmission or equipment when necessary.

Work effectively in a semi-autonomous and solitary environment during second shift hours.

#### **Knowledge and Skills:**

Experience      One year to three years of similar or related experience.

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| Education             | A high school education or GED.  |
| Interpersonal Skills  | Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (customers or vendors), requiring ordinary courtesy in providing assistance and information.  |
| Other Skills          | <ul style="list-style-type: none"> <li>• Must hold the minimum of an Advanced Class Amateur Radio License. With a minimum of three years' on-air amateur radio operating experience.</li> <li>• Able to work with hand tools and other electronics tools and devices.</li> <li>• Must have a general knowledge of radio and electronic theory.</li> <li>• Strong computer skills with a familiarity with Microsoft Windows and Microsoft office applications.</li> <li>• Excellent interpersonal skills; able to communicate effectively with individuals from diverse backgrounds.</li> <li>• Comfortable presenting to and engaging with small to medium sized groups.</li> <li>• Highly organized and the ability to adhere to and manage daily schedules independently.</li> </ul> |
| Physical Requirements | <ul style="list-style-type: none"> <li>• Must be able to push, pull or lift a minimum of 50 pounds without assistance.</li> <li>• Given the location of radio equipment and the service requirements must be able to bend and kneel with no difficulty.</li> <li>• Ability to sit or stand for extended periods of time.</li> <li>• Prolonged use of radio and computer related equipment required.</li> </ul>   |
| Work Environment      | Second shift in a semi-solitary setting from 4:00 pm till midnight.  |