



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy:

#	DEPT.	DIVISION	JOB TITLE	SALARY RANGE
	Public Safety	Fire	Part-Time Fire Dispatcher	\$15.00 per hour (up to 24 hours per week)

Minimum requirements upon application:

- High School Diploma or GED
- Valid Driver's License
- Must be able to perform the essential job functions of a Fire Dispatcher – see job description
- Type 25 words per minute (typing test will be given)

Desirable Skills:

- Fire Service and/or Fire Dispatching experience
- Bi-lingual

Please submit the following: **Fire Dispatcher application, resume, copy of high school diploma or GED, copy of valid driver's license.**

Please email your **entire packet** to dagostini@pawtucketri.com

Candidates must meet minimum job qualifications as stated in job description.

Application Period: October 26, 2016 – Until Filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET Job Description

Job Title: Part-Time Fire Dispatcher
Department: Fire Department
Reports To: Battalion Chief
Pay Grade: \$15.00 per hour (up to 24 hours a week)
Prepared By: WS
Prepared Date: March 11, 2014
Approved By: JL
Approved Date: March 11, 2014

SUMMARY

Under moderate supervision, the Fire Dispatcher operates computer aided dispatch communication system equipment to dispatch Fire personnel or Rescue in response to service requests and organizes and coordinates the activities of field units and maintains detailed records of activities in response to each request. This is a part-time position and may be able to work a rotating shift or flexible hours as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES but not limited to include the following: Other duties may be assigned.

- Responsible for receiving and processing all incoming emergency and non-emergency communication between members of the public and the Personnel of the Fire Department.
- Duties include questioning the caller to determine the nature of their problem; location; relative priorities of situations; type of response needed and dispatch of Fire and Rescue units in accordance with established operating procedures and guidelines.
- Fire Dispatcher also monitors and accurately records all responder activities.
- The Fire Dispatcher is expected to multi-task during stressful situation. Fire Dispatchers will be under the general supervision of the Battalion Chief but will be required to exercise responsible discretion when necessary but also adhere to Fire Department and City instructions, policies, procedures, rules and regulations.
- Must be able to assist callers on emergency situations by guiding them through first aid procedures until arrival of rescue personnel.
- Dispatches Fire and Rescue units, listens to each radio transmission from personnel in the field, acknowledges and complies with requests for action or information.
- Receives service requests by telephone on 911 emergency and business lines, obtains information on the nature of the request/emergency, the location, telephone number and name of caller and other pertinent information, remaining on the line with victim in emergency, creating a record of the information, classifying services requests and indicating the correct beat area.
- Places telephone calls to other Fire Departments, jurisdictions and others to relay information on request services, maintaining detailed records of the time and nature of each call.

- Operates computer aided dispatch system equipment.
- Monitors radio channels for service requests for other jurisdictions and emergency radio traffic.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In house Fire Department training will be provided.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have general computer skills to enter, receive and manipulate associated data and the ability to type at a net corrected speed of 25 words per minute. Ability to learn the functions of the positions, work under pressure, act quickly in an emergency and adopt an effective course of action; speak clearly and concisely, listen to and record information clearly and accurately, remember numerous details; multi-task under stressful conditions in a detailed and timely manner. Ability to make instant and independent decisions. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED).
Fire Service Experience and/or Dispatching Experience a plus.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Proficient and clear oral and written communication skills. Ability to communicate by receiving and dispatching emergency calls; gains sufficient information to properly respond & dispatch appropriate personnel & apparatus. Preference may be afforded to bi-lingual applicants.

REASONING ABILITY

Ability to insure calls are answered and dispatched in a timely and professional manner utilizing the Computer Aided Dispatch systems in accordance with department policy, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach and extend hands in any direction as well as handle, hold, grasp, turn or otherwise work with hands. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Candidates must pass a typing test with a minimum of 25 words per minute.

EDUCATION: Do you have a High School Diploma/GED? Yes _____
 Name of Institution _____

COLLEGE, BUSINESS SCHOOL, TECHNICAL SCHOOL AND OTHER EDUCATION

NAME OF SCHOOL	YEARS COMPLETED	DATES ATTENDED	MAJOR SUBJECT	DEGREE/ CERTIFICATE or # of CREDITS

EMPLOYMENT INFORMATION: Begin with your present or most recent employment:

NAME and ADDRESS of EMPLOYER	YOUR TITLE	DATES EMPLOYED FROM - TO	REASON for LEAVING

REFERENCES: Give the names of three persons not related to you, whom you have known at least 1 year.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability genetic information or military/veteran status. The laws of most states and many localities also prohibit some or all of the above types of discrimination, as well as, some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, gender identity or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

PHYSICAL RECORD

Do you require any accommodations to perform essential duties? Yes ___ No ___

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be ground for dismissal.

I authorize investigation of all statements contained herein and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have. Personal or otherwise, I release all parties from all liability for any damage that may result from furnishing same to you.

SIGNATURE OF APPLICANT: _____ DATE: _____

CITY OF PAWTUCKET

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT

TO BE COMPLETED BY APPLICANT ONLY

DATE: _____

NAME: _____ SS# _____

ADDRESS: _____
STREET CITY STATE ZIP

* Pursuant to the 1964 Civil Rights Act, any information provided by the applicant to the City is done so on a strictly voluntary basis, and in order to assist us in our efforts, we ask you to provide the below voluntary information.

MALE _____ FEMALE _____ POSITION SOUGHT _____

Please check any that apply:

WHITE _____ BLACK _____ HISPANIC _____

AMERICAN INDIAN/ALASKAN NATIVE _____ ASIAN AMERICAN/PACIFIC ISLANDER _____

DISABLED _____ DISABLED VETERAN _____ VIETNAM ERA VETERAN _____

WHITE: (not of Hispanic Origin) All persons having origins in any of the original people of Europe, North America or the Middle East

BLACK: (not of Hispanic Origin) All persons having origins in any of the Black racial groups in Africa

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

DISABLED: All persons with a physical or mental disability that substantially impairs or restricts one or more of such major life activities as walking, seeing, hearing, speaking, working or learning. A history of such disability, or the belief on the part of others that a person has such a disability, whether it is so or not, also is recognized as a handicap by the regulation

The City of Pawtucket is committed to taking Affirmative Action to ensure equitable employment opportunities and equitable participation at all levels of the City government workforce by the various segments of the Community. The City will consider each applicant for employment or promotion specifically given consideration of his or her qualification and ability to perform work and to eliminate and prevent discrimination on the basis of race, religion, color, sex, age, handicap or national origin.

AUTHORIZATION OF INFORMATION RELEASE

Date: _____

TO WHOM IT MAY CONCERN:

Having made application for employment with the City of Pawtucket and desiring its investigators to be informed as to my previous record and character, I hereby authorize the release of official records to any representative of the City of Pawtucket bearing this document. That information includes, but is not limited to the following:

Employment records, military files, arrest records, license history files, educational records, academic achievement records, attendance reports, performance reports, background investigations, internal affairs files and disciplinary records.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Pawtucket.

Consent is granted for _____ to furnish the information described above to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as custodian of such records, and any law enforcement or criminal justice agency, school, college, university or other educational institution from any and all liability for damage of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

A photocopy of this release will be as an original thereof, even though said photocopy does not contain an original writing of my signature.

Full name (print)

Maiden Name (print)

Date of birth

Social Security #

Telephone #

Current Address (print)

City

State

Zip

Signature