



# Terryville Fire District



<b>Job Title:</b>	Dispatcher	<b>Department/Group:</b>	Fire District Attendant
<b>Level/Salary Range:</b>	TBD based on Experience	<b>Position Type:</b>	Per-Diem
<b>HR Contact:</b>	Stephan Petras DM	<b>Date posted:</b>	February 13, 2020

**Applications Accepted By:**

**FAX OR E-MAIL:**

(631) 472-2442 or [spetras@tfdmail.org](mailto:spetras@tfdmail.org)  
 Subject Line: Dispatch Per-Diem Employment Interest  
**Attention:** S. Petras

**MAIL: STEPHAN J PETRAS**

**DISTRICT MANAGER**  
 Terryville Fire District  
 19 Jayne Blvd  
 Port Jefferson Station, NY 11776

*At **TERRYVILLE FIRE DISTRICT**, we are committed to provide excellent and professional emergency dispatch service to the citizens we protect. As a Fire District, we want to ensure that our professionals provide high quality, rapid solutions that exceed the expectations of industry standards. Whether you are looking for a fresh challenge, want to be a part of our team or have a genuine interest in helping others, please reach out to us. We are always looking for talent that are motivated, analytical, strong communicators, and driven to succeed in the challenging field of emergency dispatch. We are committed to maintaining a professional and respectful workplace that provides an atmosphere of trust and teamwork. We are committed to being proactive and progressive in the 911 field in order to provide the citizens and responders of the Terryville Fire District with the best service available.*

**Job Description**

Incumbents are responsible for performing a wide variety of routine tasks commensurate to skilled dispatch activities which may include dispatching for other Public Safety Departments/Districts.

**WORK SCHEDULE:**

Per-diem dispatchers typically work an 8 hour workday. Days, nights, weekends and holidays.

**ESSENTIAL FUNCTIONS:**

***(These duties are intended to be representative sample of the duties performed by this title.)***

Receive and process emergency requests for service from the public, other agencies, and other departments, which includes: calming emotional callers; obtaining relevant information related to the emergency; providing Emergency Medical Dispatch (EMD) instructions; evaluating the urgency of calls; determine appropriate action to be taken; determining and dispatching appropriate personnel, apparatus, and equipment required on medical aids, structure responses, hazmat responses, multi-victim incidents, and vegetation fires; notifying chiefs of incidents; routing calls to appropriate sections; operating radio communication equipment and alarm systems; and, performing other related activities. Coordinate and communicate activities between agencies jointly responding to multi-agency incidents. Receive and process requests from field personnel, including but not limited to, utility companies, ambulance companies, water departments, LIRR, and/or other interested parties. Operate and monitor a variety of equipment, which may include: multiple radio frequencies; computerized radio equipment; multi-channel digital recorders; instant radio playback equipment; instant phone digital recall; alarm system computers; computer systems; electronic equipment; and/or other related equipment. Read and interpret maps to locate emergencies, determine jurisdictions, and to dispatch apparatus to expedite response times. May be required to participate in a variety of classes, training, and/or certification sessions. Maintain and troubleshoot problems with equipment in dispatch, which may include: chairs, radio systems, pagers, CAD terminals, and/or other related equipment. Complete Red-Alert forms; enters, updates, and complete information into database and/or manual book systems; maintain system software and files. Act as second line security monitoring closed circuit video surveillance, permit access/and document visitors. Perform other duties of a similar nature or level.



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## MINIMUM QUALIFICATIONS:

### **EDUCATION AND EXPERIENCE (*position requirements at entry*):**

High School Diploma, or General Equivalency Diploma (GED); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**NOTE:** Experience working in a Suffolk County firehouse or as an active member of a Suffolk County fire department will be substituted for education on a year-for-year basis.

### **LICENSES AND CERTIFICATIONS (*position requirements at entry*):**

Valid Driver's License by date of appointment.

Employees may be required to obtain an Emergency Fire Dispatch (EFD) certificate and an Emergency Medical Dispatch (EMD) certificate through an approved course as determined by the appointing authority. The certificate, if required, must be obtained within six (6) months of the date of appointment and must be maintained throughout employment in this title.

<p><b>KNOWLEDGE (<i>position requirements at entry</i>):</b> Knowledge of:</p> <ul style="list-style-type: none"> <li>• Customer service principles;</li> <li>• City geography;</li> <li>• Map reading methods;</li> <li>• Standard office equipment;</li> <li>• Recordkeeping principles.</li> </ul>	<p><b>SKILLS (<i>position requirements at entry</i>):</b> Skill in:</p> <ul style="list-style-type: none"> <li>• Using computers and applicable software applications;</li> <li>• Handling multiple tasks simultaneously;</li> <li>• Keyboarding at the rate of at least 20 wpm;</li> <li>• Maintaining records;</li> <li>• Operating standard office equipment;</li> <li>• Evaluating the urgency of calls and taking appropriate action;</li> <li>• Operating radio communications equipment;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
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## SUPPLEMENTAL INFORMATION:

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, extensive sitting, typing, grasping, talking, hearing, seeing and repetitive motions. **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

**NOTE:** *The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the district.*

### **PRE-HIRE REQUIREMENTS:**

Before an employee is hired, he/she must successfully complete pre-employment requirements including, but not limited to: A background check, reference check, DMV check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment medical exam including a drug screen through TFD's designated physician.

**Equal Opportunity Employer:** TERRYVILLE FIRE DISTRICT, is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, veteran status, sexual orientation, or any classification protected by federal, state, or local law.