

**PART-TIME FIRE DISPATCHER**  
**(\$23.69 per hour)**

The Corporation of the City of Brockville invites applications from qualified and interested candidates for a part-time relief Fire Dispatcher position within the Fire Department. The part-time Fire Dispatcher provides emergency dispatching services, operates, and maintains communications equipment, receives emergency calls and dispatches appropriate resources in the absence of a full-time Dispatcher due to vacation, illness, etc.

Responsibilities

- Answering and dispatching calls for emergency fire resources to incidents.
- Operating a computer aided dispatch and records management system.
- Operating emergency radio system, multi-line 911 and administrative telephone system, GIS mapping system, along with various other systems within the fire dispatch centre.
- Assess information provided by callers to correctly dispatch the required fire resources in accordance with established policies and procedures.
- Work shifts, including nights, weekends and holidays as required as the communications division is a 24/7, 365-day per year operations.
- Communicate clearly and precisely under demanding conditions.
- Complete regular training and maintain and follow internal operating policies and procedures.

Essential (Minimum) Qualifications:

- Ontario Secondary School Diploma (OSSD) or academic equivalent.
- Computer proficiency in various programs, i.e., Word, Excel and job specific specialty programs.
- Demonstrated ability to quickly and accurately enter and retrieve information from the computer.
- Able to extract data and prepare required reports.
- Attention to detail and clarity in written communication for reporting purposes.
- Strong verbal communication, effective listening skills and ability to focus to calmly and effectively perform dispatch duties in an emergency environment with minimal supervision.
- Ability to work well in crisis situations.
- Availability and ability to work varied twelve (12) hour shifts.
- Ability to read maps, charts, engage in problem solving and provide verbal directions.
- Knowledge of radio equipment protocols and operation.

Asset Qualifications:

- Previous dispatching experience in a similar environment
- APCO Level 1 and Level 2 and NFPA 1061 training.

The Personal information submitted is collected under the authority of The Municipal Act and is protected under the Freedom of Information and Protection of Privacy Act. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available in the recruitment process should you be selected to participate.

The City wishes to thank all applicants and advises that only those selected for interviewed will be contacted.

Interested and qualified candidates are to submit a cover letter and resume marked "Part-Time Fire Dispatcher" on/before 4:00 p.m. on Wednesday, October 6, 2021 to the following:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)