

## **TOMS RIVER FIRE DEPARTMENT**

This is to advise of a vacancy for the Per-Diem position in the Toms River Fire Department as a Fire Dispatcher. A Fire Communications Officer is responsible for receiving and transmitting pure and reliable messages, tracking vehicles and equipment and recording other important information. You will receive calls from individuals who need assistance from first responders. Once the information is obtained from the caller, dispatchers activate the services necessary to response to the nature of the call for help be it fire or medical services. Dispatchers are in integral part of the organization's success.

### **REQUIRMENTS**

1. Must possess a High School diploma or equivalent.
2. Must possess a valid New Jersey driver's license.
3. One-year emergency service dispatch experience, or two years of fire or EMS experience.
4. Candidates will be required to work at least 40 hours per month (during training) and no more than 28 hours during a seven-day work period.
5. Candidates will be required to work shifts around the clock during the work period as scheduled. This includes weekdays, weekends and holidays.
6. ICS-200
7. CPR
8. BTC-Basic Tele-communicator
9. Knowledge of the street system and geography of the jurisdiction and adjacent areas.
10. Knowledge of radio operations requirements and techniques.
11. Ability to think and act quickly, accurately and calmly in emergency situations.
12. Must have reasonable skill, and speed in the operation of radios and related equipment and to demonstrate knowledge of public safety functions and procedures.
13. Ability to type accurately at a reasonable rate of speed.
14. Experience in computer operations.
15. Ability to speak clearly in a well-modulated voice and to use good diction.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The specialized work in receiving and dispatching Fire and EMS calls and messages in the police communications center and in performing a variety of related duties are as follows:

- The work involves responsibility of operating telephone and radio equipment and the receipt and transmission of a variety of calls, including calls for police and fire assistance, municipal services and general information.
- Perform a variety of clerical duties and including maintaining logs, typing and filing forms, records and reports.
- Disposition of calls is done in accordance with established departmental procedures; however, an employee of this class must exercise independent judgment as experience is gained.
- Work will be reviewed by monitoring employees operations, by observation and by reviewing reports and records.

## **JOB FUNCTIONS AND DUTIES**

- Dispatch Fire and EMS personnel.
- Maintain radio contact with the Fire, EMS and Fire prevention vehicles.
- Maintains computer logs on incidents reported during the shift.
- Relays information to police dispatchers; receives reports from and transmits information to mobile units.
- Works in conjunction with Police Dispatchers, answers phones for other departments within the police department communications center as needed.
- Perform a variety of clerical duties including typing and filing reports and incident cards.
- All books and records under the charge of the dispatcher must be kept neatly and accurately, and all such records will be inspected periodically.
- Each per-diem dispatcher will be required to work some shifts so that they maintain the necessary proficiency. During storms and a declared State of Emergency, dispatchers are integral in the operations of the communications center and shall be available to work to handle the additional call volume.

