

FIRE ALARM DISPATCHER

GENERAL STATEMENT OF DUTIES: Receives, relays and records fire alarms; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a fire officer, an employee of this class is responsible for operating a two-way radio communication system in receiving, relaying and monitoring messages over a fire alarm system. This work requires a high degree of accuracy and alertness in dispatching fire apparatus to scenes of fire in accordance with a prescribed routine. The work requires ability to readily learn how to operate the fire alarm system and to keep simple records. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Receives, relays and records fire alarms and other messages, telephone calls and signals coming in over the fire alarm system; dispatches necessary personnel and apparatus to the scene;

Records details of fires received from fire officers;

Notifies other departments and/or agencies as directed by the Chief or other fire officer in charge;

Records and gives out miscellaneous information to the various stations regarding changes in the location of alarm boxes and hydrants and closed streets.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods and practices of operating radio equipment; ability to understand and follow oral and written directions; ability to perform calmly and efficiently in emergency situations; ability to perform routine clerical tasks; clear diction; ability to write legibly; mental alertness; good judgment in emergencies; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma.

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive

Job Class Code: 0111