

November 9, 2009

<u>Borough of Naugatuck</u> <u>Naugatuck, Connecticut</u>	Job Description
Job Title: Dispatcher (Fire) Job Code	Department: Fire Wage/Hour Status: Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>
Union Designation IAFF, Local 1219	Grade: Dispatcher
Summary: The dispatcher is responsible for receiving and dispatching emergency and administrative messages using the radio, telephone or other communication systems Reports To: Lieutenant, Shift Captain, Second Assistant Chief, Deputy Fire Chief, Fire Chief Titles Supervised: N/A	
Essential Duties & Responsibilities: <ol style="list-style-type: none">1. Receives emergency and administrative calls and messages; operates the telephone and radio systems; dispatches fire department equipment, manpower to emergency and routine incidents and resources as outlined in department procedures.2. Maintains written records, such as log books, journals and incident records.3. Answers a variety of routine questions and refers questions to the proper fire department individual, outside department or agency.4. Maintains inventory of portable radios and related equipment.5. Use a computer workstation to look up property information, department pre-incident plans, hazardous materials information and/or other information, as required.6. Operation of the communication console with a high degree of accuracy and attentiveness due to the critical nature of emergency communications.7. Contact other organizations or jurisdictions, as required.8. Monitor fire alarms directly tied to the fire department.9. Answers and asks a variety of questions in order to determine the nature and extent of an emergency.10. Participates in all phases of training necessary to acquire the knowledge and skills required of the position.	
Minimum Qualifications: Education: High School Diploma or GED Experience: At least 1 year as public safety dispatcher desired. Basic computer operating skills, including but not limited to: word processing and paging programs, input and retrieve information from spreadsheets and databases. (Ability to speak a second language is desirable) Licensure: State of Connecticut certification as a public safety telecommunicator. Valid CT drivers license	

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Knowledge/Skills/Abilities:

Must be able to read, write, and speak the English language. Must be able to communicate both in writing and verbally. Must be able to follow written and verbal directions. Ability to react quickly and calmly in an emergency situation. Ability to speak a second language is desirable. Ability to establish and maintain effective working relationships with associates and the public. Should have knowledge of the Borough of Naugatuck, such as major roads, landmarks and geographic locations prior to completion of the probationary period.

This job description is intended to reflect the major responsibilities and duties of the job, but is not intended to describe the minor duties or other responsibilities related to the position, which may be reasonably required by the Borough for the operation of the fire department.

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<u>Borough of Naugatuck, Connecticut</u>	Essential Physical and Mental Requirements			
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<u>Physical Demands</u>	Continuous Over 70%	Frequent 40%-69%	Occasional 15% - 39%	Rarely Up to 15%
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing / Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting / Lowering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 – 15 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 – 30 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 – 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Hand / Eye Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Language & Concentration Requirements</u>	Continuous Over 70%	Frequent 40% - 69%	Occasional 15% - 39%	Rarely Up to 15%
Concentration to Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention Span of 1 + Hours on a Task	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Remember Multiple Tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Environmental Hazards</u>	Continuous Over 70%	Frequent 40% - 69%	Occasional 15% - 39%	Rarely Up to 15%
Exposure to Blood and Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to Toxins, Cytotoxins, Poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to Extreme Heat, Cold, Temp Fluctuations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Hazardous Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Borough of Naugatuck strictly complies with all OSHA regulations that limit exposure to these environmental hazards. Every employee exposed to such hazards will be trained on the use of protective equipment and will be required to use any protective equipment recommended.

Date Signed:	Employee Signature:
Date Signed:	Department Head Signature:
Date Signed:	Human Resources Signature: