



POSITION DESCRIPTION

Division/Department:	MECC
Location:	81 Creekside Plaza
Job Title:	Contingent Dispatcher
Reports to:	Shift Officer on duty

Type of position:	Hours: 24/month
<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

GENERAL DESCRIPTION

Operate computer aided dispatching and other related communications equipment to quickly and accurately receive and transmit information of an emergency nature. Evaluate incoming calls to determine the appropriate level of Fire/EMS assistance required, dispatch units, and transmit information and messages upon request and/or according to established procedures.

ESSENTIAL FUNCTIONS

- Regular and predictable attendance
- Operate a Computer Aided Dispatch (CAD) console including computerized radio, telephone, paging and public address (PA) systems
- Receive and record all emergency and non emergency telephone calls for fire, EMS, rescue, hazmat, and public services
- Provide pre arrival medical, fire, or rescue instruction to callers in or near life-threatening situations
- Track and maintain the status and location of all fire and EMC apparatus
- Commit to continuing professional development
- Other duties as assigned

KNOWLEDGE

- Township Personnel Policy Manual
- MECC policies, procedures, values, mission statement, goals and objectives
- Pertinent federal, state, and local laws, codes, and regulations
- Emergency medical procedures
- Medical terminology
- Streets, landmarks, geography of the areas served

SKILLS

- Operate computer based telephones and radios
- Operate CAD console
- Use Microsoft applications such as Word, Excel, and Outlook
- Use of personal computer and other modern standard office equipment

ABILITIES

- Read and understand MECC policies, procedures, rules, and regulations
- Communicate effectively with persons in physical and/or emotional stress
- Analyze situations, obtain necessary information, and adopt a quick, effective, and reasonable course of action under conditions which are psychologically and emotionally stressful
- Understand and follow written or spoken directions
- Establish and maintain effective working relationships with supervisors, other employees, and the public
- Administer CPR
- Work irregular and on-call hours including weekends, evenings, and holidays
- Maintain all required certifications

PHYSICAL DEMANDS

- Sit frequently
- Repetitive hand and arm movements
- Walk, bend, reach occasionally
- Fine motor skills
- Hear, read, write, and clearly articulate the English language

MINIMUM QUALIFICATIONS

- National Incident Management System Courses 100b, 700a, and 800b
- Completion of a Basic Emergency Telecommunicator course
- Cardio-Pulmonary Resuscitation (CPR) Certification from the American Red Cross or American Heart Association

- Emergency Medical Dispatcher (EMD) certification
- Emergency Fire Dispatcher (EFD) certification

This job description is intended to provide some illustrative examples of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions which may be required of employees holding this position.

REVIEWED BY	Becky Kadel	<i>Title</i>	HR Director
APPROVED BY	Mifflin Township Board of Trustees	<i>Title</i>	
DATE POSTED	September 17, 2013		
DATE HIRED			
PRINT NAME			
SIGNATURE			