



COMMUNICATIONS OPERATOR CANDIDATE POOL

(Temporary Part-time)

Posted: Tuesday, September 5, 2017

Job Number: CP-17-01

Job Type: Temporary Part-time, Non-Union

Closing Date: Tuesday, September 12, 2017

Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Position: Under the direction of the Deputy Fire Chief, Manager of Communications and Business Services, the Communication Operators are responsible for call processing from receipt of call to the dispatching of fire apparatus for Barrie Fire and Emergency Service and for those municipalities or other agencies with which contractual agreements are in effect. Additionally this position will type and maintain various records and reports. Overall, the Communication Operators manage and monitor 9-1-1 and emergency communications systems. This position conveys instructions, information and direction to the service requester, provide logistical support to the fire scene and maintain radio communications with emergency responders.

Information on the Candidate Pool: The City of Barrie is accepting applications for future temporary part-time Communication Operator opportunities. The Barrie Fire & Emergency Service is establishing a roster of qualified individuals who will be considered for temporary part-time employment. Applying for these future opportunities enables a candidate's application to be maintained on file, so that they may be considered should a temporary part-time opportunity become available.

Requirements of the Position: This position includes up to six weeks of training, approximately 24 to 40 hours a week. Communication Operators must be able to work a variety of shifts (8, 10 and 12-hour shifts, days and night). This will be on an 'as required basis' with up to 24 hours of work each week. . This position requires a commitment to be available for both prescheduled and short notice shifts.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Minimum Grade-12 education, successful completion of an emergency services communicator course is preferred
- C.P.R. and First Aid certifications would be an asset

Experience

- Previous dispatching experience (preferably computer-aided dispatch experience with an emergency service)

Knowledge/Skill/Ability

- Accurate typing speed of 40 w.p.m.
- Computer literacy in Microsoft Word and Excel
- Good written communications and excellent oral communications skills
- Good interpersonal skills
- The proven ability to perform calmly and effectively in highly stressful, emergency situations
- The ability and willingness to work shifts

Other Important Information

Location: Barrie Fire and Emergency Service, Station #1, 155 Dunlop Street West Barrie

Hours: Communications Operators work a variety of shifts (8, 10 and 12-hour shifts, days and nights). Hours are up to and including 24 hours per week.

Wage: The 2017 current pay rate for this position is \$31.26 per hour.

The Application Process

Please submit your resume electronically by quoting file # **CP-17-01 FF-17-03 Communications Operator Candidate Pool** in the subject line (*MS Word or pdf format only*) to email hire.me@barrie.ca by Tuesday, September 12, 2017.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: N/A

Please note that verification of educational credentials will be required at the interview stage of the selection process.

The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.

We thank all applicants and advise that only those selected for an interview will be contacted.