

## DISPATCHER – DOGWOOD OPERATIONS CENTRE (Public Works) (Long Term Auxiliary – Up to 18 Months)

The City of Campbell River is seeking a **Dispatcher** to join our Dogwood Operations team for up to 18-months.

***Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

**The role** – you will provide dispatch services for the operations departments (Fleet, Parks, Roads, Water and Liquid Waste Services) out of the Dogwood Operations Centre (DOC) and perform a wide variety of clerical and administrative tasks in support of the department administration. The incumbent is expected to work independently on most assignments, and to deal with internal and external clients with courtesy and tact, and a focus on service.

Our ideal candidate will strive for administrative excellence and will have the ability to work under pressure, exercise good judgement and make sound decisions in stressful and/or emergency situations. In addition, you will be able to deliver a high level of customer service in a calm and tactful manner with both internal and external customers over the phone, radio or in person.

**To be considered for this role, you will have:**

- Grade 12 or equivalent.
- Minimum three (3) years related clerical or administrative work experience in a customer service-oriented role, within an office environment.
- Intermediate proficiency with MS Word and basic proficiency with MS Excel (testing to be conducted).
- Previous related dispatch experience in a municipal public works environment preferred.
- Previous experience operating radio systems preferred.

The current rate of pay for this long-term auxiliary, full-time, CUPE bargaining unit position is **\$30.46 per hour** based on a 35-hour work week and includes a comprehensive benefits package.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit [www.campbellriver.ca/employment](http://www.campbellriver.ca/employment)

**This posting closes on Sunday, June 9th, 2024.**

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Please send your resume with covering letter, quoting **Competition EXT-24-048** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

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We thank all applicants, however, only those selected for interviews will be contacted.