



Village Fire Department

Attn: Cheryl Easley

(Applications can be picked up at the address below during normal business hours)

901 Corbindale Rd.

Houston, TX 77024

Office (713) 468-7941

Fax (713) 468-5039

VillageFire.org

Position: Full-time Dispatcher

Shift: Nights 2200-0600 (8 hour shifts, 40 hours per week)

Salary: \$37,031/ year

Closing Date: Open Until Filled

Job Summary: Under the general supervision of the Dispatch Supervisor, the employee should be able to work with and without direct supervision. Employee performs a wide variety of complex clerical and emergency tasks in support of fire department operations. The dispatcher receives routine and emergency calls and dispatches fire apparatus; monitors other local fire & police radio frequencies and answers administrative phone lines; coordinates with other local emergency services. Must be capable of operating various types of telecommunications equipment including, but not limited to, telephone, TDD, personal computers, and fax machines. Employee will also be responsible for maintaining various logs and files.

- Answer multiple phone lines such as business, emergency, and Emergency 9-1-1
- Utilize TDD phone to communicate with the hearing impaired
- Read, write, and speak English clearly, neatly, and in a pleasant courteous manner
- Comprehend and decipher both telephone and radio communications
- Receive, record, and dispatch emergency assistance for Fire and EMS in a timely manner
- Operate several computers and retrieve data from their systems in an appropriate amount of time
- Ability to work in a confined space for extended periods of time
- Work in a multi-tasking environment (multiple computers generating multiple returns)
- Operate multi-channel Public Service Radio System
- Ability to maintain control of situations in Dispatch during stressful times (i.e., multiple calls, storms, or any type of hazardous situation)

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- High school diploma or G.E.D. certificate.
- Must possess a valid Texas Drivers License.
- Current National Academy of Emergency Medical Dispatch certification preferred.
- Must pass background check.