Town of Hanover **Emergency Communications Center**

Kevin R. Short
Dispatch Supervisor

129 Rockland Street • P0 Box 214
Hanover, Massachusetts 02339
Telephone - (781) 826-2335
Fax - (781) 826-7993

Monday, October 05, 2015

NOTICE OF JOB OPENING

FULLTIME DISPATCHER, EMERGENCY COMMUNICATIONS CENTER

WORK SCHEDULE: Eight hour shifts, five days per week.
0000 - 0800, 0800 - 1600, 1600-2400

Work schedule may include weekend and midnight shifts.

Must be available to fill in extra shifts i.e. vacations, sickness, holidays, emergencies, etc.

MINIMUM REQUIREMENTS:

1. Familiarity with geography of Hanover (streets, major landmarks and buildings, relationship to adjacent towns)
2. High School diploma or equivalent
3. 911 and EMD Dispatching Certifications required.
4. Ability to handle and protect sensitive information
5. Good communications skills
6. Computer and typing skills
7. Ability to work quickly and systematically with single or multiple incidents.
8. Ability to interact well with people
9. No Criminal convictions

SALARY:	During training period:		$15.73/hour
	Fulltime Dispatcher:	minimum	$18.80/hour
		maximum	$21.86/hour
	Meal differential:	$ 2.00/shift	
	Shift differentials:	10% of average hourly salary/ 1600 to 0800 weeknights also all weekend shifts	

Benefits as specified in HMEL contract.

OUTLINE OF JOB DESCRIPTION AVAILABLE IN POLICE STATION

APPLY: HANOVER EMERGENCY COMMUNICATIONS CENTER (in Police Station)

DEADLINE FOR APPLICATIONS: 4:00PM, Thursday, October 15, 2015

The Town of Hanover is an Equal Opportunity Employer.

Town Clerk Schools Fire DPW ECC Library HMEL Town Manager