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

Wednesday, June 11, 2014

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:		$15.12/hour
	Fulltime Dispatcher:	minimum	$18.07/hour
		maximum	$21.01/hour
	Meal differential:	$ 2.00/shift	
	Shift differentials:	$10.00/shift	1600 to 0800 weeknights as well as 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, Saturday, June 21, 2014

The Town of Hanover is an Equal Opportunity Employer.

Town Clerk Schools Fire DPW ECC Library Personnel HMEL Town Manager