

31-21

TOWN OF MEDWAY

FULL TIME DISPATCHER POLICE/FIRE/EMS

The Town of Medway's Police Department seeks qualified candidates for a full-time Dispatcher. Applicants must be able to work under stressful conditions with an inherent ability to multitask in emergency situations. Strong written and oral communication skills, excellent computer skills and knowledge of dispatch equipment including radio systems, automated data communications, telephone systems are necessary. Applicants must be able to pass a criminal background check, a pre-employment physical including drug testing. Previous emergency medical dispatch experience and knowledge of Police/Fire Department terminology and enhanced 911 systems preferred. This full-time position works a rotating 4-2 schedule and will require working nights, weekends, and holiday schedules.

Minimum Qualifications:

APCO PST1 required, Power Phone EMD Certification preferred; Excellent oral and written communication skills; High School graduate or GED; 3-5 years Public safety dispatching experience preferred; working knowledge of computer aided dispatch and radio operations. Experience with Pamet Public Safety Products is preferred including CAD Server, Police server and Fire server software. Must hold current CPR, MA Next Gen 911 Certification, and. Experience with CJIS and LEAPS.

Please send cover letter and resume to: kbird@townofmedway.org or Human Resources Coordinator, Town Hall, 155 Village Street, Medway MA 02053

Date of Posting: September 20, 2021

Anticipated Start Date: ASAP

Salary: \$20.69 - \$27.26 per hour, dependent upon experience and qualifications

Closing Date: September 30, 2021