Milford Area Communication Center

Position title: Full-time Dispatcher

Position Description:

The Milford Area Communication Center is a multi-town/multi-agency emergency dispatch facility maintained by the member towns that it serves. The center employs a number of full and part time emergency dispatchers to provide 24-hour-a-day communications for police, fire, ambulance, public works and emergency management agencies.

Job Requirements

Age: 18

Education: High school diploma or G.E.D.

Experience: Previous experience in public safety dispatching, clerical, records management or business position involving extensive public contact preferred. Operational knowledge of SPOTS, IMC, and Windows desirable.

Duties and Responsibilities:

Efficiently operate and manage all Communication Center facilities and equipment.

Receive, transmit and respond, in an appropriate and timely fashion, to information of a routine and emergency nature by telephone and radio.

Maintain a thorough knowledge of the location and layout of streets, buildings, public areas, housing complexes, businesses, hazardous materials storage areas and other significant areas of the communities for which we dispatch.

Work as a team member, or independently, during incidents of uncertain duration.

Perform complex tasks and render aid to the public and public safety personnel in routine and emergency situations.

Monitor and assist in the maintenance of safety and well-being of public safety personnel on duty in each community.

Maintain the security and confidentiality of records and information relating to the Communications Center and departments.

Maintain effective working relationships with other departments and agencies, employees, private organizations and the public.

Training shifts will very however permanent shift will be Wednesday through Saturday 2100-0700 hours.

Salary information: Negotiable based on experience

Please mail or E-mail cover letter and résumé attention Director Johnson.

Milford Area Communication Center
1 Union Sq 4th Floor
Milford, NH 03055
Phone: 603-673-1414
Email: jhyde@maccbase.org