



South Walton FIRE DISTRICT



Employment Opportunity

COMMUNICATIONS OPERATOR

(Full-time & Part-time/On-call Continuous Recruitment)

\$14.25/hour - Starting pay non-certified; \$15.44/hour - Upon completion of training and required certifications (EMD/EFD/PST)

Additional \$0.36/hr incentive for Florida Licensed EMT.

ESSENTIAL FUNCTIONS:

Highly responsible work receiving and disseminating all fire rescue, and medical calls for service via the E911 System, VHF radio system and an 800MHz radio system. This critical position is the community's first place for help on the majority of calls that our team responds to. Answers all telephone lines (E911 and administrative), receives complaints, calls for help, reports of injuries, etc. and dispatches the proper unit(s) to respond (ambulance, fire apparatus, etc.). Records all data reported for response and analyzes the information for input into a Computer-Aided Dispatch System. Operates radio console for Fire Department and uses Computer-Aided Dispatch, E911 PSAP and administrative telephones. Performs clerical duties and computer related work as required. Ability to learn Dispatch Signals, to speak with a clear, well-modulated voice, and to use proper grammar required. Ability to maintain poise, to think clearly, remain calm, and to respond to emergencies under stressful conditions. The ability to maintain an effective working relationship with co-workers and citizens is required. Be available for emergency call-out during off-duty hours and weekends, as required.

MINIMUM QUALIFICATIONS FOR EDUCATION AND/OR EXPERIENCE:

Minimum of 18 years of age.

- High School graduate or equivalent diploma required.
- The Florida State PST Certification and a minimum of one year experience are preferred
- National Academy EMD and/or EFD certification preferred.
- Clerical experience useful but not required.
- A combination of education and experience may be considered.
- Must pass a pre-employment assessment center.
- Work is performed on a rotating shift basis; including weekends, nights and holidays.
- Must have a reliable telephone service.

For applications, please call SWFD at 850-267-1298, M-F, 9am– 4pm; or download the application on-line at www.swfd.org. Completed applications may be submitted via U.S. Mail to 911 N CR 393, Santa Rosa Beach, FL 32459 or emailed to career@swfd.org.

EQUAL OPPORTUNITY EMPLOYER

The South Walton Fire District is an equal opportunity employer that does not discriminate on the basis of race, color, creed, national origin, sex, or disability. As part of our commitment to a drug-free workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the District, you may be required to again submit to a drug test as requested. Your refusal, or failure to pass the test according to minimum standards, will result in your termination.

The District will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a Department application form. Please contact our Administrative Office immediately, if you need special accommodations.