

Cromwell Fire District Communication Center

Justin R Lonergan
Communication Manager



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860-635-5211 extn.1313

PART-TIME DISPATCHER

The Cromwell Fire District is accepting applications for the position of Part-Time Dispatcher. The Cromwell Fire District Communications Center employs a combination of full and part-time Dispatchers and provides emergency & non-emergency communication functions for the Cromwell Fire District including Cromwell Fire and EMS. Preference will be given to candidates with active or previous experience in a Fire & EMS agencies, experience in Fire & EMS dispatching and those living within 20 miles of the Town of Cromwell. Candidates must be able to work flexible hours including evenings, overnights, weekends, and holidays. A strong working knowledge of computers & typing is desired and the ability to multi-task between phones, radio and computer is essential. Candidates must also possess the ability to handle a high paced work environment, stressful situations, and have exceptional interpersonal skills.

Minimum Qualifications:

- High School Diploma
- Driver's License & reliable transportation
- International Academy of Emergency Dispatch (EMD/EFD/ED-Q) (Preferred)
- State of Connecticut Telecommunicator Certification (Preferred)
- CT EMR or Greater (Preferred)
- Provide 40 hours of Availability each month and work a minimum of 24 hour per month average over a 2 month period.
- Must pass all Certification classes required for employment.

Essential job functions include but not limited to:

- Receive and process emergency calls for service using 911 systems or routine phone lines
- Provide pre-arrival Medical & Fire instructions to public via EMD & EFD Protocols
- Coordinate radio communications for Fire and EMS units and surrounding agencies
- Maintain information for Fire and EMS units indicating times, status, and location
- Perform related administrative tasks

Applicants may submit resumes with cover letter for the Part-Time position to
Cromwell Fire District
Attn. Justin R. Lonergan
jlonergan@cromwellfd.com
82 Court Street Cromwell, CT 06416

Deadline for Application – 10/6/2023

82 Court Street ~ Cromwell, CT 06416 ~ Phone 860-635-6155 ~ Fax 860-632-1599