



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

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## **JOB OPPORTUNITY**

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Recruiter/Contact:	Fern Smenyak, Director of Human Resources 100 Pocono Rd. Brookfield, CT 06804 email: fsmenyak@brookfieldct.gov Fax: 203-775-4068
Posting Date:	September 12, 2022
Job Title/Dept:	Full Time Dispatcher/Police Department
Job Level and Rate:	\$28.71/hr
Job Description:	<p><b>FULL-TIME COMMUNICATIONS OPERATOR – CERTIFIED</b> SHIFT WORK REQUIRED. Must be able to act with accuracy and speed in responding to all incoming routine and emergency calls including 911, appropriately dispatch or transfer as needed. Contact towing service for wreckers as directed and enters into CAD. Prioritize calls to determine priority and handle emergencies efficiently and effectively. Provide pre-arrival instructions for required medical calls per department protocol. Maintain continual radio communications with all Police, Fire and EMS vehicles. Log Police, Fire and EMS dispatch incidents and equipment movement. Respond to public inquires complaints and emergencies. Notify traffic network and all agencies of major traffic problems. Monitor different radio bands and security cameras. Enter vital information into teleprocessing equipment in a timely and accurately. Activate necessary equipment required to facilitate prisoner detention. Initiate overtime call in for communications operators. Operate the COLLECT System and maintain certification. Notify the on-duty Police Supervisor, Fire and EMS Chiefs of pertinent safety information. Communicate with other agencies including surrounding Police Departments, Fire &amp; EMS agencies, CSP, Social Services, Town Offices, Medical Examiner, Fire Marshal, press, DOT, CL&amp;P and SBC/SNET per department protocol.</p> <p><b><u>Applications/Resumes will be received until position is filled. Equal Opportunity Employer.</u></b></p>
Skills Required:	Must possess good data entry and communication skills. Dispatcher experience required.
Education Required:	High School Diploma or equivalent
Licensure Requirement(s):	COLLECT & EMD and State certifications required.
Union or non-union position:	Union; CSEA

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employee must be able to read and interpret documents and write reports and correspondence. While performing the duties of this job, the employee regularly works in an office setting. Occasionally the employee may be required to stand, sit, walk, stoop, kneel, crouch, crawl, climb, balance and use hands and arms. The employee must occasionally lift and/or move up to 25 pounds.