



City of Stratford Fire Dispatcher – Temporary, full time, up to 8 months (2 Vacancies)

Job Posting: 47-2022

Date Posted: April 27, 2022

Hourly Rate: \$26.85

Closing: Friday May 20, 2022 at 4:30pm

Department/Division: Stratford Fire Department/Administration

Duties:

- Reporting to the Deputy Chief, the Dispatcher will perform the following duties:
- Receive and record all alarms.
- Record all dates and times of all alarms, log alarm board tests.
- Answer all non-alarm telephone calls and transfer same as requested.
- Type all calls, and records as determined by Shift Captain.
- Type reports, letters, maintain building files and maps of City and County.
- Perform other related duties as assigned.

Qualifications:

- Secondary school graduation diploma or equivalent
- Completion of Emergency Services Communications course an asset.
- Shift work will be required

To apply for this position:

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to hr@stratford.ca. Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until Friday May 20, 2022 at 4:30 pm.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Please note that the City of Stratford has a Mandatory Vaccination Policy. All employees are required to be fully vaccinated against COVID-19 and must provide proof of their vaccinations as a condition of employment.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

Human Resources Department
City Hall, P.O. Box 818
Stratford, ON N5A 6W1
hr@stratford.ca