Iqaluit

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ᐅᖃᓕᐅᑎᖅ (867) 979-5600

ᓯᕗᑐᑦ (867) 979-5922

City of Iqaluit

Box 460

Iqaluit, Nunavut

X0A 0H0

Phone (867) 979-5600

Fax (867) 979-5922

Ville d'Iqaluit

C.P. 460

Iqaluit, Nunavut

X0A 0H0

Tél. (867) 979-5600

Télécop. (867) 979-5922

hr@city.iqaluit.nu.ca

www.iqaluit.nu.ca

Internal/External-Part Time Employment
1 Year term
Dispatcher

Under the direction of the Deputy Fire Chief, the incumbent will be responsible for monitoring all emergency communications and dispatching the appropriate emergency personnel. This position serves as a vital link between the citizens of Iqaluit whom require emergency assistance and the appropriate response personnel.

Additionally the incumbent will monitor fire and contract alarm systems, provide information or direct incoming calls to the appropriate City or inter-agency department as well as monitor, log and assist non-emergency dispatch communications within various City departments.

The ideal candidate shall possess:

- Grade 12 diploma;
- Must be proficient in Microsoft Office Suite i.e. Outlook, Word, and Excel.
- Have previous experience dealing with the public in a polite, sympathetic and professional manner;
- Have excellent verbal communication and listening skills;
- Must be able to provide timely and accurate information while multi-tasking in a highly demanding environment;
- Must be available to work a rotational shift cycle including day, evening and night.

Additional assets include previous dispatch/emergency communications, valid First Aid/CPR, firefighting or emergency response experience, NFPA 1001, EMR certification, and Incident Reporting System.

The ability to speak Inuktitut or French is also considered an asset.

Equivalencies that include a combination of education, knowledge, skills and abilities to formal education and previous experience will be considered.

Please provide copies of your current credentials and any certifications that you possess with your application.

Due to the nature of this position the successful candidate must provide the City of Iqaluit with a criminal reference check from the RCMP.

The hourly rate for this position is $32.31 plus $11.48 settlement allowance.

The closing date for this position is April 20, 2017

Please submit your resume to:

Reference #2017-25
Human Resource Department
P.O. Box 460
Iqaluit, NU X0A 0H0
Fax: (867)979-5210
hr@city.iqaluit.nu.ca

We will only contact those invited for an interview.

As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.

Posted April 6, 2017