**POSTING DATE: Thursday May 26, 2022**

**CLOSING DATE: Friday June 10, 2022**

# JOB OPENING

**TOWN OF SANDWICH**

**Full-Time Public Safety Emergency Telecommunicators**

The Town of Sandwich is currently hiring for Full-time positions for Public Safety Emergency Telecommunicators. Successful candidates will be scheduled 40 hours per week out of the Sandwich Emergency Communications Center at the Sandwich Police Department beginning around July 2022.

Telecommunicators work under the general direction of the shift commander in conformance with departmental regulations, applicable provisions of Massachusetts General Laws, applicable Federal Laws, local by-laws and professional standards. Candidates will operate communication systems utilizing radio, telephone and computer equipment to receive 911 emergency and routine calls requesting police, fire and EMS services; provides information to the public; dispatches public safety personnel and equipment in response to service requests and to organize and coordinate the activities of field units; maintains records of activities in response to service requests; and performs related work as required.

The successful candidates will possess excellent communication skills and have the ability to multitask under pressure. Qualified applicants should possess E911 Next Generation Equipment Certification, 40 Hour Public Safety Basic Telecommunicators certifications, 32 Hour APCO Emergency Medical Dispatching Certification, and CJIS system operator Certification. If candidate is lacking certifications, candidate will be provided training through the Massachusetts State 911 Department academy and our in-house training program.

The current hourly rate for Full-Time positions is $23.15, which increases to $25.65 after probationary period. Hourly rates will increase on July 1, 2022. Lateral applicants may start at a higher rate of pay depending on the number of years’ experience. Applications should be submitted immediately if interested, as they will be reviewed upon receipt. Please submit a town application, resume, and letter of interest with copies of certifications to: Public Safety Dispatcher Search, Attention: Human Resources Department, 130 Main Street, Sandwich, MA 02563 or e-mail [hr@sandwichmass.org](mailto:hr@sandwichmass.org) for questions or to send in information. Sandwich is an EOE/AA Employer.