

Drexel Heights Fire District

5030 S. Camino Verde, Tucson, Arizona 85735-8971

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Board of Directors
James Bertrand, Chair
Cheryl Cecil, Clerk
Laura Dailey
Charles Mendonca
Gary Bynum

Fire Chief
Douglas E. Chappell

Position Announcement

The Drexel Heights Fire District is currently accepting applications for the position of:

Part-time Dispatcher (Position Code 433)
Hourly rate for part-time position is \$15.05

These are part-time positions at the 911 Communications Center. Attached to this announcement is a copy of the complete job descriptions for the position, which includes the position requirements and qualifications.

Applications are available at Drexel Heights Fire Station 401 (Administration) during normal business hours effective June 1, 2016. Applications will be accepted on a continuous basis until further notice and reviewed at least monthly for qualified candidates. Return completed applications to Fire Station 401 (Administration), 5030 S. Camino Verde, Tucson, AZ 95735, Monday-Friday 8-5, 520-883-4341.

Selection Process:

1. Review of applications to determine best qualified applicants.
2. Typing test (35 wpm)
3. Written Examination
4. Practical examination to demonstrate skills and abilities.
5. Oral interview.
6. Background investigation. (May be waived if one is on file)
7. Medical examination including a drug screen
8. Establish Eligibility List for hiring

The above listed process is to determine whom the best-qualified candidate is to fill current vacancies. It is the intent of the District is to establish an eligibility list for hiring to fill current and future vacancies while that eligibility list is in effect. Eligibility Lists are valid for up to a one-year period or until depleted whichever comes first.

This notice is published by authority of the Fire Chief.

Hiring Process Schedule
Continuous Recruitment
Part-time Dispatcher

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| June 1, 2016 (Thereafter as needed) | Recruitment opens. Applications available. Posted on website and Indeed.com. |
| Continuous | Typing tests administered when application submitted or by appointment |
| Monthly or as needed | Written test/orientation for best qualified applicants |
| Monthly or as needed | Criticall Tests |
| As needed | Oral Interviews |
| As Needed | Eligibility List Modified with new qualified applicants |

911 DISPATCHER
PT \$15.05

PT 911 DISPATCHER Drexel Heights Fire District; Seeking serious, public safety-minded people for fire and emergency medical dispatch . Responsible for receiving calls, dispatching fire and ambulance units and providing emergency assistance by phone until units arrive on scene. Good judgment, excellent listening skills, good communication and customer service skills required, Ability to read maps and follow directions, perform multiple tasks in an emergency situation essential. Must be computer literate. Ability to operate radio equipment. Will train/certify. 4 - 8 months paid training required. Flexible shift work available (24-7) up to 30 hrs/week. Minimum Qualifications: 21 years old, HS diploma or GED, type 35 wpm. Preferred: Assoc deg and exp in like field preferred. Apps available June 1, 2016 at 5030 S. Camino Verde, (520) 883-4341 M-F. 8-5. Continuous recruitment.

Dispatcher Selection Process

1. All interested parties are required to complete and submit a District employment application. At the time of application, candidates would be required to provide copies of High School diploma or GED.
2. Typing test will be given when application is submitted or by appointment. Must type minimum of 35 wpm net.
3. Applications are reviewed for completeness and verification of the required materials.
4. Written examinations given to the best qualified candidates. The exam will test general aptitude. Applicant must score 22 correct answers in 12 minutes to advance to the next phase of the process. (25% of final score)
5. Practical Skills testing will be given to those who pass the written test. (35% of the final score)
6. Oral Board Interviews for those who pass the practical skills test. (35% of final score)
7. Initial Eligibility List will be formed for all who have accumulated a score of at least 72 points.
8. Preference points will be awarded on the following basis:
 - a. Associates Degree or higher – 2.5 points
 - b. At least one year experience with a Fire District or like emergency service agency – 2.5 points
9. Final Eligibility List and Scores will be posted. One hundred total points are possible. Candidates will be ranked based on their final total score. In the event of a tie, placement will be based on the Practical Skills test score. The candidate will remain on the list will for one year or until hired or declined employment.
10. During the continuous recruitment period, candidates may be inserted into the Eligibility List and ranked according to their final scores.
11. Final selection and appointment will be made by the Fire Chief. All hiring decisions will be based on the Eligibility List and the Rule of Threes.
12. Conditional offer of employment to fill available vacancies will be made. The offers are conditional based on successful completion of a background check and drug screen.
13. Medical Examination and drug screen. (Well-America)
14. Background check and Fingerprints
15. Hiring to fill vacancies utilizing placement on the Eligibility List.