

# *Cromwell Fire District Communication Center*

**Justin R Lonergan**  
Communication Manager



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860-635-5211 extn.1313

The Cromwell Fire District is accepting applications for the position of Part Time Dispatcher. The Cromwell Fire District Communications Center employs a combination of full and part-time Dispatchers and provides emergency & non emergency communication functions for the Cromwell fire district including Cromwell Fire and EMS. Preference will be given to candidates with active or previous experience in a Fire & EMS agencies, experience in Fire & EMS dispatching and those living within 20 miles of the Town of Cromwell. Candidates must be able to work flexible hours including evenings, overnights, weekends and holidays. A strong working knowledge of computers & typing is desired and the ability to multi-task between phones, radio and computer is essential. Candidates must also possess the ability to handle a high paced work environment, stressful situations, and have exceptional interpersonal skills.

#### Minimum Qualifications:

- High School Diploma
- International Academy of Emergency Dispatch (EMD/EFD/ED-Q) (Preferred)
- State of Connecticut Telecommunicator Certification (Preferred)
- CT EMR or Greater (Preferred)

#### Essential job functions include but not limited to:

- Receive and process emergency calls for service using 911 systems or routine phone lines
- Provide pre-arrival medical & Fire instructions to public via EMD & EFD Protocols
- Coordinate radio communications for Fire and EMS units and surrounding agencies
- Maintain information for Fire and EMS units indicating times and status, location
- Perform related administrative tasks including maintaining logs and address information
- Quality Assurance Functions is available to Dispatching Staff

Applicants may submit resumes with cover letter for the Part Time position to

Cromwell Fire District  
Attn. Justin R. Lonergan  
[jlonergan@cromwellfd.com](mailto:jlonergan@cromwellfd.com)  
Communications Center  
82 Court Street Cromwell, CT 06416

Deadline for Application – 11/11/2022

**82 Court Street ~ Cromwell, CT 06416 ~ Phone 860-635-6155 ~ Fax 860-632-1599**