



**External Posting**  
**Two Part-time Dispatchers (guaranteed**  
**20 hours/week minimum)**  
**TRURO POLICE SERVICE**  
**Competition #: TPSD0522**

Posting Date: Wednesday May 11, 2022

Closing Date: Wednesday May 18, 2022 at 4:00 pm

The Town of Truro will receive applications for two **Part-time Dispatch** positions for the **Police, Fire, Public Work, and Parks, Recreation & Culture Department**. Both positions are guaranteed a minimum of twenty (20) hours per week. Positions are non-union and subject to the Town of Truro's Non-Union Personnel Policy. Positions will be located in the Truro Police Service building at 776 Prince Street, Truro, NS.

**Nature of the position:**

The Town of Truro Dispatcher is responsible for the operational and administrative control of the Dispatch desk. This position involves receiving emergency 911 and non-emergency requests for Police/Fire/Public Works/ Parks, Recreation and Culture, determining the nature and urgency of calls, initiating personnel action and maintaining close contact with field units to monitor response and needed support requirements. **The Town of Truro Dispatch requires rotating shifts (including nights, weekends and holidays) while maintaining a fully operational 24-hour service.**

**As per the Town of Truro COVID-19 Mandatory Vaccination Policy, all newly hired employees will be required to be fully vaccinated.**

Qualifications and Requirements:

- Completion of High School or equivalent;
- Excellent computer skills with an ability to type a minimum of 30 words per minute (wpm);
- Must have the ability to complete and pass the CPIC course and PROS course;
- Required to obtain a security level of Enhanced Reliability;
- Experience working with a two way radio system;
- Knowledge of the Town of Truro boundaries and Police procedures, an asset;
- Knowledge of Occupational Health and Safety Act and the provisions that apply to this work;
- Excellent inter-personal skills;
- Excellent organizational and time management skills; excellent communication skills, both oral and written;
- Well developed listening skills;
- Ability to work effectively with a variety of people;
- Possess problem solving ability; demonstrate sound work ethics; be self directing; have the ability to prioritize and multi-task;
- Ability to work under pressure, and have flexibility to respond to administrative requirements; possess concentration for detail;

Working Conditions and Physical Environment:

- Office environment;
- Potential exposure to crisis, emergency or difficult situations;
- Requirement to exercise discretion when exposed to confidential information;
- Willingness and/or ability to work rotating shifts; including nights, holidays and weekends to cover 24 hour dispatch service;

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

**Start Date:** Immediately

**Salary:** In accordance with the Town of Truro approved salary range for Dispatch

**Closing Date for Applications:** Wednesday May 18, 2022 at 4:00 pm

**Forward applications to:** Tammy Hamlin, Manager of Human Resources  
Town of Truro  
695 Prince Street  
Truro, NS B2N 1G5  
Email: [jobs@truro.ca](mailto:jobs@truro.ca)

***The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.***