

**CHIEF FIRE COMMUNICATIONS OFFICER**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves considerable skill and responsibility in the supervision of fire alarm operations pertaining to the receiving and transmitting of alarms and all work incidental thereto.

An employee of this class is directly responsible for the proper training of all dispatchers in all fields of fire alarm operation, including the efficient receiving of alarms over the type of systems in service and/or those that may be placed in service in the future, and accurately dispatching men and equipment by use of pre-determined plans.

The chief communications officer shall be in full charge of the fire alarm dispatching division of the Monroe Fire Department and shall be directly responsible to the fire chief for the proper and efficient performance of the duties involved.

**EXAMPLES OF WORK**

Supervise, instruct, and direct the departmental activities of the personnel assigned to the fire communications division;

Direct the dispatchers in the use of radio, switchboard, street index files, and all other equipment in connection therewith;

Be directly responsible for all index files, records and reports, territory, district, and response maps as may be adopted or, from time to time, altered;

Keep a close check on all equipment at fire alarm headquarters and report any damage or failure to the fire alarm maintenance superintendent or, in his absence, to one of his assistants, provided, however, that should the chief communications officer not be available at the time of damage or failure, the same shall be reported by the communications officer on duty;

Direct the proper custodial duties at fire alarm headquarters and see that the building is maintained in a neat and orderly condition at all times.

**QUALIFICATION REQUIREMENTS**

Must have served in the capacity of Fire Communications Officer on the Monroe Fire Department for a period of not less than ten (10) years immediately preceding the date of examination;

Must be not less than thirty-one (31) years of age;

Must have graduated from a standard high school or possess the equivalent certificate issued by the State Department of Education;

Must be physically and mentally capable, in the opinion of the board, to perform the required duties and must meet all other requirements of paragraph 23 of The Municipal Fire and Police Civil Service Law.

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	07-26-83
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