**Posting title: Police/Fire Communications Specialist**

**Dept**: Police Department (4300)

**Location**: Sea-Tac Airport

**PURPOSE:**

To perform specialized duties in the Emergency Services 9-1-1 Communication Center. Receive and transmit requests for emergency services related to public safety.

**ESSENTIAL FUNCTIONS:**

***This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:***

Answer 9-1-1 emergency and non-emergency calls for service. Prioritize radio transmissions and dispatch emergency responders, including police, fire, and medical. At all times, maintain knowledge of status and location of each emergency responder. Electronically log all pertinent data relating to dispatched or emergency responder activity. Inquire upon and enter information into state and national computerized data files and systems. Ability to read maps and relay directions as necessary. Monitor security cameras and fire gates; dispatch appropriate fire suppression and/or medical response to fire, water flow alarms, or requests for medical aid. Monitor airline checkpoint security alarms; dispatch appropriate police response according to Transportation Safety Administration Rules and Regulations. Ability to transition from one computer system to another with accuracy and speed.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of Windows-based computer programs. Excellent problem-solving skills. Excellent verbal and written communication skills. Must speak English with proficiency and clarity. Experience using Windows-based computer operations. Ability to make quick, rational decisions with limited supervision. Must have the ability to maintain confidentiality concerning all work-related information. Ability to multi-task and work under stressful situations. Ability to work in a team environment. Willingness and ability to communicate and work well with diverse groups. Ability to copy verbal information quickly and correctly while wearing a headset. Ability to keyboard for long periods of time. Must be able to sit for extended periods. Ability to monitor video cameras and alarm boards, both visually and aurally.

**QUALIFICATIONS:**

***Combination of education and experience demonstrating knowledge, skills and abilities equivalent to:***

* High School diploma or GED equivalent;
* Applicants must be 18 years of age or older;
* Must be a U.S. Citizen or Lawful Permanent Resident;
* Must be able to fluently read, speak and write the English language; and
* Must successfully complete the Washington State Criminal Justice Training Commission Telecommunicator I and II courses, King County Emergency Medical Dispatch Certification course, and State of Washington ACCESS certification within first six months of employment.

**PREFERRED QUALIFICATIONS:**

* One (1) year of experience working independently as a public safety dispatcher in a combined police/fire/EMS communications center.

**ADDITIONAL INFORMATION:**

**Driver’s License Requirement:**

A valid Washington State Driver’s License, or the ability to obtain one, is required.

**Weekly Standard Hours:**

This position is scheduled for 40 hours per week as part of a seven day a week and twenty-four hour a day facility. Normal work schedule will vary. Must be able and willing to work any and all assigned shifts, including weekends. Must be available to work varied shift assignments, holidays, weekends, and unscheduled overtime, with varying days off.

**Overtime Eligible:**

This position is eligible for overtime pay.

**Collective Bargaining Agreement:**

Please review our Police/Fire Communication Specialists [Collective Bargaining Agreement](https://www.portseattle.org/about/labor-relations) to gain a better understanding of the benefits offered for this position as well as other requirements and expectations.

**Work Environment:**

Will work in the dispatch center, a windowless environment which is within an operating airport and may possibly be exposed to aircraft exhaust odors.