

**NOTICE OF VACANCY**  
**INTERNAL (AFSCME LOCAL 1818) POSTING AND EXTERNAL POSTING**  
**PREFERENCE GIVEN TO AFSCME LOCAL 1818 MEMBERS UNTIL NOON, JULY 17, 2015**

**TITLE:** Fire Alarm Operator

**DEPARTMENT:** Fire Department

**POSITION STATUS:** Full-time, AFSCME Local 1818 Position with benefits

<b><u>SALARY:</u></b>	<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>
	\$854.54	\$886.14	\$919.01

<b>Night differential:</b>	9%
<b>Weekend differential:</b>	\$.50

**WORK SCHEDULE:**

Wednesday through Friday 8:00AM to 4:00PMpm, Saturday midnight to Sunday 8am, Sunday midnight to Monday 8:00AM. Since this position must be filled seven (7) days a week, twenty-four (24) hours a day, working hours may vary in order to meet the required coverage of emergency situations, vacations, etc.

**DUTIES:**

To receive and transmit alarms of fire, either by fire alarm transmitters, telephone, or public address system.

To receive telephone calls pertaining to the Fire Department.

To operate the Zetron System connected with all fire and electrical departments.

To perform the required tests of fire alarm console circuits.

To record and maintain records of periodic checks of fire alarm circuits connected with the fire systems at fire alarm headquarters.

To perform related work as required.

**QUALIFICATIONS:**

Knowledge of the latest revision of the National Fire Protection Association, NFPA 72, National Fire Alarm Codes.

Ability to assume responsibility for the proper operation of the fire alarm office without assistance and for the proper assignment of fire apparatus.

Ability to use Microsoft Word and Excel preferred.

**PHYSICAL DEMANDS AND OFFICE ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, reach with hands and arms; climb or balance, and stoop, kneel, crouch, or crawl. Required hear and talk. Vision abilities required by this job include close, distant, color and peripheral vision. Work is frequently performed in emergency and stressful situations.

The employee may, occasionally lift and/or move up to 10 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Any internal AFSCME Local 1818 candidate wishing to apply should do so in writing, stating qualifications and department presently employed. Such applications shall be submitted to [jobs@salem.com](mailto:jobs@salem.com) no later than Noon, July 17, 2015.**

External applicants have until NOON, July 24, 2015 to apply for this position. Applications must be sent to [jobs@salem.com](mailto:jobs@salem.com).

HUMAN RESOURCES, Lisa B. Cammarata, Director

**DATED:** JULY 9, 2015

The City of Salem is an EEO/AA Employer