



NOTICE OF VACANCY

TITLE: Fire Alarm Operator
DEPARTMENT: Fire Department
POSITION STATUS: Full-time, AFSCME Local 1818 Position with benefits
SALARY: **STEP I**
\$967.09
Night differential: 9%
Weekend differential: \$.50

WORK SCHEDULE:

Saturday – Wednesday: 4:00PM – midnight.

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 other duties 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. 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. Ability to speak Spanish a plus. 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.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the workplace fluctuates depending upon the situation.

Any internal AFSCME Local 1818 candidate wishing to apply should do so in writing, stating qualifications and department presently employed submitted to jobs@salem.com no later than September 28, 2020. Such candidates will be given preference until that date. All other qualified individuals are encouraged to apply to jobs@salem.com no later than October 10, 2020.

HUMAN RESOURCES, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor, Salem, MA 01970

DATED: September 21, 2020

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