

## **MIDLAND COUNTY CENTRAL DISPATCH AUTHORITY (MCCDA) 9-1-1 TELECOMMUNICATOR**

Under the supervision, performs technical tasks operating telecommunications and related equipment to receive all emergency and non-emergency calls and dispatch law enforcement officers, fire departments and emergency medical services throughout Midland County. Maintains radio communications with all public safety agencies and operates multiple computers and software programs.

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties expected to be performed. The omission of duties does not exclude them from the classification if the work is similar, related, or a logical assignment.

1. Answers all incoming emergency and non-emergency 911 calls, collects necessary information, determines priority, and agency response.
2. Serves as first contact in emergency related situations, including but not limited to, domestic assaults, traffic crashes, house fires, hazmat incidents, ambulance requests, cardiac arrests, natural deaths, law enforcement pursuits, active weapons incidents that could include but not limited to, barricaded gunman, hostage situations, suicides, and multiple injury/fatal incidents.
3. Operates Computer Aided Dispatch (CAD), inputs pertinent information, chooses correct incident code, supplies information regarding the call, routes call, operates the computer system for law enforcement.
4. Maintains geographical knowledge of roads, streets, boundaries, hospitals, schools, major public and private buildings, housing areas, road and street construction, detours and other information that may impact emergency routing.
5. Operates radio to dispatch appropriate units. Utilizes familiarity with radio frequencies and the ability to tune out or page appropriate agency, communicates with field units using the appropriate terminology and technology.
6. Operates the LEIN computer terminal to obtain and or search information on subjects, vehicles, and other information to relay to officers in the field.
7. Operates a variety of other equipment associated with the dispatch center operation, monitors security doors after hours.
8. Ability to memorize vast amount of information and utilize same (i.e. unit numbers for ambulance services, City and County fire services, law enforcement personnel, standard operating procedures and call incident types).
9. Monitors the law enforcement center building including panic and fire alarms, generator and security systems.
10. Must be available to work day, night, weekends, and holidays (24/7/365) with minimum notice.

### **Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

1. High school diploma or equivalent and a minimum of one year of progressively more responsible experience in customer service and communication, preferably in a communications/telephone capacity in a public safety environment.
2. A valid Michigan Vehicle Operator's License.
3. Upon completion of successful training requirements, must complete LEIN certification, emergency medical dispatch (EMD) certification, CPR and Standards of Training as adopted by the Department of Licensing and Regulatory Affairs, Michigan Public Service Commission by sections 408\*4)© and 413 of 1965 PA 32, MCL 484.1408 and 484.1413.
4. Ability to learn applicable emergency telecommunications systems, radio communication technology, computer-aided dispatch systems and equipment related to emergency management programs.
5. Ability to effectively communicate and present ideas verbally and in writing.
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with emergency callers, representatives of other governmental agencies, professional contacts, elected officials, and the public.
7. Ability to behave and communicate in a manner that promotes a positive and professional work environment.
8. Ability to assess situations, solve problems, work effectively under stress and changes in work priorities, within deadlines and in emergency situations.

9. Skill in the use of office equipment, technology and computer software and programs. Programs currently used include the Microsoft Suite, database entry and maintenance, GIS mapping, Law Enforcement Information Network (LEIN) and dispatch communication software.
10. Ability to work non-traditional work hours and respond to emergencies on a 24 -hour basis.
11. Midland County Central Dispatch Authority employees must live within a 50 mile radius of the Law Enforcement Center, located at 2727 Rodd Street within 18 months of training completion.

**Physical Demands ad Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job . Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data using a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is moderate.

**WAGES**

Wage Scale effective 01/01/2024:

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP7
Hourly	\$20.61	\$21.61	\$22.65	\$23.69	\$24.71	\$25.74	\$26.78

**BENEFITS**

**Health Insurance**

Eligibility is the 1st of the month after 30 days of employment.

BC/BS Community Blue PPO Platinum

Employee and Family (Spouses that have health insurance available to them through their employer are not eligible for coverage under MCCDA.)

Deductible \$250/\$500

Embedded Coinsurance \$500/\$1000

Out of Pocket Maximum \$6,600/\$13,200

Premium Cost for employee currently \$14.49 per pay. This cost fluctuates based on the maximum cap set by the Department of Treasury for employer contribution.

BC/BS Dental Insurance

Family Continuation Coverage (Dependent Children)

BC/BS Optical Insurance (VSP)

Employee and Family

**Life Insurance:** Life insurance premiums are equal to 1 year salary.

**Short Term Disability**

75% of weekly earnings to a maximum of \$750 per week

Benefits payable for 26 weeks

Benefits begin the 8th day for sickness or accident

Eligibility is 6 months after hire date

## Long Term Disability

66 2/3% of income to a maximum of \$3,000 per month

Benefits payable for 24 months

Benefits begin after an elimination period of 180 days

## Retirement

MERS (Municipal Employees Retirement System)

Benefit B-4, 2.5% multiplier

55 years of age/15 years' service

10 Year Vesting

5 Year Final Average Compensation

Member Contribution Rate: 5%

## Other Benefits

Employee Assistance Program (EAP)

Family and Children's Services

AFLAC

Flexible Spending Account

MERS Health Savings Account

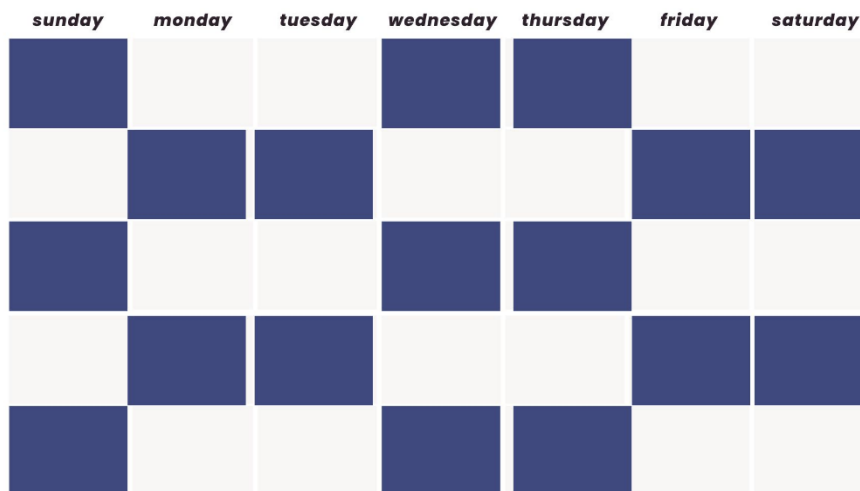
Deferred Compensation

On-Site Fitness Center

Uniform Allowance

## Work Schedule

EXAMPLE



Group 1 rotation works  
Group 2 rotation off day

Group 2 rotation works  
Group 1 rotation off day

**DAY SHIFTS RUN FROM 06:30 A.M. TO 18:30 P.M.**  
**NIGHT SHIFTS RUN FROM 18:30 P.M. TO 06:30 A.M.**