

Are you looking for a fast-paced, and rewarding job for the summer?

Can you work nights and weekends?

The West Oregon District is looking for a dispatcher. Below are some of the duties. Contact Jamee Millard @ 541-929-9153 for more information or to apply.

- The purpose of this position is to coordinate dispatch operations to support the West Oregon District. This position assists with other administrative operations as needed.
- Based upon critical needs, prioritizes resource requests and fills requests based upon efficiency and timeliness. Receives resource requests via radio, phone, fax, written, verbal or computer (Overhead, Crews, Engines/Tenders, Dozers, Rotary Wing/Fixed Wing Aircraft and Supplies)
- Serves as the first line contact to other agencies for issues related to a District dispatch center. Responsible for complete and accurate records of all dispatch actions, resource orders and fire reports. Makes recommendations for office equipment and technical hardware in support of the dispatch operations. Makes recommendations for office supplies. Annually provide training to the 911 agencies. Initiates cost reports and investigation reports to be incorporated with the final fire report package.
- Answers multi-line telephones and direct incoming calls. Utilizes administrative tools (i.e., fax machine, copy machine, printers various types of radios and personal computers).
- Implement and interpret procedures for the documentation of the functions of the dispatch operations (ex., Initial Reports, Resource Logs, Block Dispatching, Fire Restriction Violations, "Cold checks", Aircraft and Radio Logs). Advises supervisor of resource status, resource availability and future ignition potential and coverage. Makes planning and operational recommendations to fire managers and supervisors. Initiates coordination of fire activities with other agencies, county and city officials, cooperators, landowners and agency administration. Receives and documents Reports of Fire and Fire Restriction Violations. Determines appropriate response based upon established pre-planned procedures. Dispatches and tracks appropriate resources to the incident utilizing department radio network which may involve multiple radio frequencies and radio repeater systems and the use of AVL. May direct fire communications to a separate frequency to relieve the radio traffic load. Tracks resources throughout mobilization and demobilization using a tracking card system, Resource Ordering Status System or local established processes. Assists in the initial development of the extended attack Incident Action Plan (IAP) which is used by the field personnel to obtain fire and safety intelligence. Reads maps to determine legal locations, latitude and longitude and addresses to plot incidents. Tracks all stages of a fire until they are advised that the fire is out. Plots smoke reports from lookout towers using Azimuths and Triangulations. Provides aircraft tracking per established agency protocol using a radio or Automatic Flight Following device. Uses and teaches agency computer program such as FLAMES, Lightning Tracker, and VANTAGE. Provides training to seasonal staff, support staff and emergency hires. Responsible for monitoring and implementing as necessary the State Temporary Flight Restriction in coordination with the Federal Aviation Administration.