



## SARNIA POLICE SERVICE

555 Christina Street North  
Sarnia, Ontario N7T 7X6

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sarniapolice.ca

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# JOB POSTING (External)

**POSITION:** Communications Operator (Part-time)

**SALARY:** Category 5 – Civilian Collective Agreement (\$25 - \$50 per hour)

The Sarnia Police Service is accepting applications on an ongoing basis for additional part-time Communications Operators.

The Communication Operator is a part-time position, and will require successful applicants to be available to work up to 12-hours per shift, including day shift, night shift, weekends and vacation coverage. Additionally, this position includes relief hours for the full-time Communication Operators; successful applicants should be willing to work upwards of five (5) hours during the day or night, as required. There is no guarantee of a set number of hours.

### Summary of Position

- Answer 9-1-1 calls for the City of Sarnia and the Village of Point Edward, direct them to the appropriate emergency service
- Answer emergency and non-emergency calls for the Sarnia Police Service, obtain pertinent information and forward them if necessary
- Dispatch Sarnia Police Service, Sarnia Fire and other county volunteer fire services personnel as required
- Monitor radio channels and locations of officers and record via CAD dispatch system
- Maintain and record information on CAD dispatch system
- Perform queries on CPIC, MTO and other computerized systems
- Perform CAER duties as required
- Monitor Environment Canada's Weathercopy Network
- Maintain all reference guides as required
- Other related duties as required by policy or practice.

## **Minimum Essential Qualifications**

- Proven ability to communicate effectively with members of the Police Service, the public, and other agencies
- Proven ability to multi-task, with excellent grammar, spelling and proof-reading skills
- Proven ability to maintain composure under extreme circumstances
- Proven ability to work well with others in a team environment
- Excellent work and attendance record, including a positive attitude in the workplace
- Proven typing skills – minimum 35 words per minute, corrected

## **Desirable Qualifications**

- Be dependable, resourceful and demonstrate a co-operative attitude and good interpersonal skills
- Familiar with the Sarnia Police Service Policies and Procedures that relate to the duties and responsibilities of a Communications Operator
- Familiar with the geographical areas of the City of Sarnia and the County of Lambton
- Successful completion of Emergency Telecommunications Course
- Previous computer related experience

Applicants may be tested in specific competencies and qualifications and will be required to participate in a comprehensive interview and background investigation.

Qualified applicants should submit their cover letter and resume by email to Sarnia Police Service Careers ([SPSCareers@police.sarnia.on.ca](mailto:SPSCareers@police.sarnia.on.ca)). Only successful application candidates will be contacted for an interview on an as-needed basis.