



**STATE OF IDAHO**  
invites applications for the position of:

## **Fire Dispatcher – OF&ES**

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**SALARY:** \$16.95 - \$22.04 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 12/21/21  
**CLOSING DATE:** Continuous  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273

### **STATE VACANCY ANNOUNCEMENT**

Registers established from this announcement may remain valid up to one year to fill vacancies within same classification.

<b>ANNOUNCEMENT NUMBER:</b>	21-110-MN
<b>AREA OF CONSIDERATION:</b>	Open to current, enlisted members of the Idaho National Guard
<b>POSITION TITLE:</b>	Fire Dispatcher – OF&ES
<b>PAY GRADE:</b>	NGA-5
<b>POSITION CONTROL NUMBER:</b>	2922
<b>CLASS CODE:</b>	22739
<b>SALARY:</b>	\$16.95 to \$22.04 Hourly (\$35,265 to \$45,847 annually)
<b>FLSA CODE:</b>	Covered
<b>DUTY LOCATION:</b>	Military Division, Idaho Army National Guard, Idaho Training Center – Orchard Range, Orchard Fire and Emergency Services (OF&ES), Boise, ID, <i>off main base</i>
<b>TYPE OF POSITION:</b>	Military Nonclassified; Army or Air; Enlisted
<b>COMPATIBLE MILITARY FIELD:</b>	Not Applicable

**JOB TITLE: FIRE DISPATCHER – OF&ES**  
**POSITION CONTROL NUMBER: 2922, 2923 & 8006**  
**CLASS CODE NUMBER: 22739**  
**SALARY GRADE: NGA-5**

**INTRODUCTION:** These positions are assigned to the Idaho Army National Guard Training Center – Orchard Range (ITC-OR), Orchard Fire and Emergency Services (OF&ES), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The positions are located at the ITC-OR Fire Station (off Gowen Field Main Base). The Idaho Training Center is an Army National Guard (ARNG) Maneuver Training Center (Heavy). The primary purpose of this position is to receive emergency and non-emergency calls from the installation personnel, the interdepartmental calls from police, fire and medical services, and calls from other public safety agencies. Monitors four computer screens while efficiently gathering, prioritizing, and documenting caller information. Provides callers with the appropriate advice or referral, or initiates police, fire, and/or emergency medical (EMS) services to the caller. Operates computer systems related to alarm systems, two-way radio, and other sophisticated communications equipment systems. Completes fire reports, and determines location, status and current fire information. Dispatches personnel, equipment, and/or supplies according to pre-defined plans or in response to resource orders from Mutual Aid requests. Anticipates needs based upon the status of fire suppression activities and makes recommendation regarding orders/ anticipated orders. Collects, processes, collates and submits incident information to support fire operations. Processes and interprets weather information. Inputs data into National Fire Incident Reporting System (NFIRS) as required.

## **EXAMPLE OF DUTIES:**

### **DUTIES AND RESPONSIBILITIES:**

1. Under direction of the Deputy Fire Chief and Fire Chief, performs as a Dispatcher for the Orchard Fire Department as the first responders for Idaho Army National Guard (IDARNG) Idaho Training Center (ITC). The Fire Department's area of responsibility involves approximately 143,000 acres of land consisting of 53,500 acres in the impact area and the remaining 89,500 acres of maneuver area, and facilities totaling 5.5 million square feet located in the ITC site, Gowen Field (Main Base) and IDARNG Readiness Centers (Armories) statewide. The ITC site contains over 160 permanent structures (1,750,000 square feet), 446 temporary buildings (1,750,000 square feet), and more than 60 semi-permanent structures (72,000 square feet). The ITC site has an Ammunition Supply Point (ASP) which contains 28 storage locations capable of storing 1.9 million pounds of net explosive weight; a fuel point; one runway and multiple helicopter landing pads supporting approximately 1300 aircraft sorties (take-offs, landings and runs at the impact area) annually. Structures within the ITC site are utilized for general supply, living quarters, ammunition storage, industrial workshops, computer facilities, craft and trade buildings, barracks, school houses, administrative areas, troop training areas, hazardous material storage areas, electronic overhaul facilities, dispensary, helicopter operations, and fuel storage areas. Performance of the ITC site operations involves 2,300 and strong full-time and part-time employees engaged in maintenance, storage, training and operations involving highly explosive material and various mechanical shops using hazardous processes and chemicals.
2. Receives, prioritizes and often handles multiple, simultaneous emergency and administrative phone calls for assistance, such as motor vehicle accidents, medical emergencies, structural emergencies and natural disasters.
3. Processes complaints and makes appropriate referrals on a broad variety of public safety matters that often require referring to or memorizing detailed reference materials and standard operating procedures including databases, maps, telephone listings and other resources.
4. Identifies through appropriate and timely questioning of the caller, the nature of the problem. Summarizes the critical information for first responders in the computer aided dispatch system using correct grammar, spelling and punctuation, and refers and classifies calls for police/fire/EMS assistance according to the level of response required.
5. Accesses and operates local and state database systems to verify information as requested.

6. Provides administrative public safety information such as, but not limited to, how to file accident reports or how to report a crime.
7. Participates in training and incident debriefings & critiques, prepares incident reports and documentation utilizing the Emergency Reporting System.
8. Complies with health, safety and environmental rules and procedures, and performs work in a manner that enhances the safety of the work environment. Attains and retains all FEMA required certifications required for the position.
9. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.
10. Performs other related duties and projects as necessary or assigned. May be subject to Mandatory Recall for staffing shortages and/or emergency responses.

**SUPERVISORY CONTROLS:** Incumbent works under the general supervision of the Assistant Chief of Prevention (OF&ES). The supervisor defines objectives, outlines limits of responsibility and discusses new or changed guidelines. Incumbent independently performs duties of the positions within established scope of work, authority and policy. Work is reviewed for compliance with regulations and adequacy of the fire protection and prevention program. During emergency response situations, the incumbent will work under the direction/supervision of the on-scene incident commander.

**PERSONAL WORK CONTACTS:** The incumbent's contacts are with state, federal and military personnel of the Idaho Military Division/Idaho National Guard; ITC Range Control; Boise City Fire Department, Ada County Dispatch, Elmore County Dispatch, Ada County Paramedics, Mountain Home Fire Department, Mountain Home AFB Fire Department, Bureau of Land Management (BLM); personnel from all armed services training in the ITC; and the general public.

**WORKING CONDITIONS / PHYSICAL EFFORT:** The work is primarily sedentary and performed in well-lit, climate-controlled office environment. Some walking, standing, bending, lifting and carrying of items such as equipment, papers, books and files is required. This is an administrative position requiring the incumbent to work 8-hour shifts, Monday through Friday, with weekends and holidays off. The incumbent will be assigned to one of three shifts (Day (0800-1400), Swing (1600-0000), or Mid (0000-0800)). Schedule changes between the three shifts are subject to change at the direction of supervision generally on a four-month rotation. Incumbent must submit to and pass initial and periodic security/ background checks, and drug testing.

FLSA Overtime Code: C (Covered; time and one-half)  
EEOC: E07 (Office/Clerical)  
WCC: 8810  
DECEMBER 2021

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment).**

- Must be a current enlisted member of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).

- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must possess the following FEMA certifications: *(All courses are available online at <https://training.fema.gov/nims/>.)*
  - ICS 100 – Introduction to Incident Command System (ICS),
  - ICS 200 – ICS for Single Resources and Initial Action Incidents, **and**
  - ICS 700 – National Incident Management System (NIMS): An Introduction.
- Must be certified in HazMat Awareness, Public Safety Telecommunicator I, and Public Safety Telecommunicator II, or be willing and able to obtain certification within 1-year of appointment into this position.

### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 3-months of training and/or specialized experience performing related duties as specified below.**

- Ability to perform assigned tasks efficiently and accurately in a fast paced, high stress environment while remaining calm.
- Ability to listen, speak and write articulately and clearly; and interact with the public, a diverse workgroup, and emergency staff without confusion.
- Ability to identify basic risks, liability implications, and problems, and to collect, summarize and relay the information.
- Ability to gain an understanding of the current telecommunications organizational structure, policies, procedures, programs, practices, terminology, services; and to establish and maintain a filing system.
- Ability to effectively operate telecommunications systems including radios and computer systems.
- Ability to communicate respectfully and effectively when handling angry, difficult, hysterical or uncooperative callers.
- Knowledge of hazardous materials terminology and protocols for emergency communications.

### **CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**5. PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**The HRO State Personnel Branch will not forward incomplete application packets for consideration.**

**SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov) to discuss alternative options.

**Thank you for your interest in employment with the Idaho Military Division.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #21-110-MN  
FIRE DISPATCHER – OF&ES  
GD

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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