

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



AIRPORT COMMUNICATIONS/OPERATIONS SPECIALIST (TEMP, ON-CALL)

(Announcement Number R-066-14)

Grade 13

Starting Pay: \$15.69 per hour - no benefits

Work is on an as needed basis and includes weekdays, nights, weekends and holidays

THE JOB:

Serves as a centralized communications agent involving Airport and tenant operations, public safety, emergency response, and public information. Monitors security and fire alarm systems, airport emergency phone, and CCTV and reports suspicious activity. Receives and dispatches radio transmissions on airport operations, airport fire department, and airport law enforcement channels; routes emergency and non-emergency calls to appropriate personnel. Prepares reports and performs related duties.

MINIMUM QUALIFICATIONS:

High School Graduate or possession of a GED and a minimum of 1 year of experience in a related field (e.g. Police/Emergency Services Dispatcher, Communications, Airport/Airline operations; or an equivalent combination of experience and training.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations as determined by medical exam, which includes a drug and alcohol test.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex.

OPENING DATE:

December 12, 2014

CLOSING DATE: Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST