

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title:** 5304 / TFS Dispatcher II

**Exempt Status:** Non-Exempt

**Pay Grade:** 6

### **Job Summary:**

The TFS Dispatcher II, under general supervision, oversees the dispatch of agency, volunteer, and interagency resources for local emergency response.

### **Essential Duties and Responsibilities**

- Coordinates daily intelligence such as weather and fire reports, availability schedules, and dispatch trackers.
- Oversees record keeping and reporting associated with regional wildfire management.
- Manages personnel with assigned dispatch duties operating from their respective dispatch office.
- Oversees the scheduling and administration of seasonal, interagency, or other dispatch related personnel.
- Dispatches resources and acts as communication link for incidents, aviation management, resource ordering, and logistical support.
- Manages and accounts for assigned credit cards, vehicle log books, daily activity time reports, and assigned equipment.
- Monitors fire activity daily, weekly, and monthly reporting to supervisor.
- Provides support for other TFS District programs.
- Keep log of control burns, keep up with fire behavior, be familiar with smoke management procedures.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

As assigned

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – Two years of related experience

### **Knowledge, Skills, Abilities**

- Knowledge of firefighting procedures and techniques.
- Ability to multitask and work cooperatively with others. Strong verbal and written communication skills

### **Registration, Certification, or Licensure**

- Certified as an Initial Attack Dispatcher (IADP) through the National Wildfire Coordinating Group (NWCG).

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### Supervision Received/Given

Under general direction and may supervises employees.

### Other Requirements

- Work beyond normal business hours and/or work on weekends.
- Emergency response will be required. Must be able to report to Dispatch office within 30 minutes.
- Emergency response may result in exposure to stressful situations for extended period of time.
- Administrative physical demands:
  - May require extended bending, reaching, stooping, kneeling, squatting and sitting.
  - May require extended communication with visitors and employees in person, telephonically or electronically.
  - May require infrequent travel in State vehicles with overnight stays.
  - May require operating computers with high definition screens for extended periods of time.
- The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.