



Dispatcher (Part-Time)

The Village of Fairport owns and operates a Municipal Electric System encompassing approximately 26 square miles including all of the Village of Fairport and the majority of the Town of Perinton with a customer base of over 16,000 electric customers, a load of approximately 110 MW and is in search of Dispatcher(s) who can facilitate effective communications and correspondence within our organization and our customers.

The Village of Fairport is a mature and progressive community located in Monroe County, New York, approximately eleven (11) miles southeast of downtown Rochester. The Village is surrounded by the Town of Perinton and is adjacent to the neighboring municipalities of Penfield to the North, Pittsford to the West, Egypt and Macedon to the East, and Victor to the South. The Village provides a full range of municipal services including police, fire and municipal electric. The Fairport Municipal Commission provides reliable, economical electricity and has a budget of \$24 million and approximately 48 employees.

This position serves as part of the electric operations staff for Fairport Electric and is a Monroe County civil service position. Technical work includes: receiving and logging phone calls pertaining to general information requests of Fairport Electric and transferring those calls to the various departments that make up Fairport Electric. General information requests may include electrical outages, utility billing, engineering requests, and other information indicating the need of services. Work includes dispatching appropriate equipment and personnel to meet the requirements and priorities of an electrical outage or other emergency need; monitor a two way radio system for safety and coordination between working field crews; perform security checks of buildings and equipment; relays information via radio on service complaints to appropriate department or field crews; completes work order forms for maintenance and service crews; facilitates the call outs of personnel as directed by the Fairport Municipal Commission (FMC) when emergency situations necessitate action; etc.

The Village of Fairport is seeking a professional individual(s) who possesses the following proposed minimum qualifications: Graduation from high school or possession of a high school equivalency diploma along with the successful completion of the FMC dispatcher training requirements once hired.

Ability to work alone handling high volume call scenarios, multi-tasking between duties, clear and efficient communication skills are key to this position. Ability to read and interpret work orders and other business related documents; good hand, motor and eye coordination; dependability; resourcefulness; physical strength and stamina to perform the required work during high call volume scenarios; physical condition commensurate with the demands of the position. A positive attitude and the ability to communicate and converse with the general public is highly desirable. Customer service and the facilitation of accurate information is the number one goal and objective of this position.

Compensation will commence at \$18/hour and applicants can expect to work an average of 24 hours/week. Candidate will be subject to drug and alcohol testing prior to and continuing through employment as well as a pre-employment background check. Interested applicants should submit a cover letter, resume and application to Matthew J. Hegarty, Distribution Engineer, 31 South Main Street, Fairport, New York 14450. This position(s) is open until filled; however, interested applicants are encouraged to apply by May 2, 2016. For more information, please contact Matthew J. Hegarty at mjh@fairportny.com or 585-421-3104. We look forward to working with you!



PRELIMINARY APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

			DATE _____	
NAME			SOCIAL SECURITY #	
Last	First	Middle		
PRESENT ADDRESS				
Street		City	State	Zip
PERMANENT ADDRESS				
Street		City	State	Zip
PHONE NO.		ARE YOU 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO		

LAST

FIRST

MIDDLE

SPECIAL QUESTIONS
DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING QUESTION, OR DICTATED BY NATIONAL SECURITY LAWS OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS

Height _____ Feet _____ Inches Are you prevented from lawfully becoming employed in the U.S.? YES NO

Weight _____ lbs. Date of Birth* _____

What Foreign Languages do you speak fluently? _____ Read _____ Write _____

Have you been convicted of a felony or misdemeanor within the last 5 years? ** YES NO Describe _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.
**You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION	Name & Location of School	*No. of Years Attended	*Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, Correspondence School				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE/MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

Fairport Municipal Commission
VILLAGE OF FAIRPORT
31 South Main Street
Fairport, New York 14450
585-223-9500

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS IN THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY		DATE	
HIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION	DEPARTMENT	
SALARY/WAGE		DATE REPORTING TO WORK	
APPROVED:			
	EMPLOYMENT MANAGER	DEPARTMENT HEAD	GENERAL MANAGER

THIS FORM HAS BEEN DESIGNED TO STRICTLY COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING EMPLOYMENT DISCRIMINATION, THIS APPLICATION FOR EMPLOYMENT FORM IS SOLD FOR GENERAL USE THROUGHOUT THE UNITED STATES. TOPS ASSUMES NO RESPONSIBILITY FOR THE INCLUSION IN SAID FORM OF ANY QUESTIONS WHICH WHEN ASKED BY THE EMPLOYER OF THE JOB APPLICANT, MAY VIOLATE STATE AND/OR FEDERAL LAW.