

THE DISTRICT MUNICIPALITY OF MUSKOKA

Planning & Economic Development

Job Description

POSITION TITLE: 911 Test Caller

CLASSIFICATION: Summer Student

POSITION SUMMARY:

Responsible for conducting 911 test calls on randomly selected households, businesses and facilities to identify locations where 911 information is incorrect, confusing and otherwise misleading.

MAJOR RESPONSIBILITIES: (Not limited to)

- Using a District vehicle to drive to various locations across Muskoka;
- Educate public on purpose of 911 test call program;
- Conduct 911 test call and record results on palm unit;
- Test calls could potentially be undertaken on islands with the assistance of volunteers and their boat;
- Other related duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

This is a summer student or temporary position. Good interpersonal skills and diplomacy, and excellent communication skills are required. General computer skills would be beneficial. First aid, boat operators license, and bronze swimming qualifications would be desirable. A valid Ontario Driver's Licence (minimum Class G2) will be required.

Students must be enrolled in full-time post secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.