



Employment Opportunity
Spare Emergency Dispatcher

**The Municipality of Digby is seeking an employee for the position of
Spare Emergency Dispatcher**

The core duties of the position will be as follows:

- Receive and assess emergency and non-emergency calls, gather critical information, and dispatch appropriate emergency personnel and resources.
- Maintain clear communication with police, fire, ambulance, municipal staff, and other emergency services while coordinating responses and providing updates as required.
- Accurately record calls, incidents, dispatch activities, and relevant information in accordance with established procedures and confidentiality requirements.

The requirements needed for the position are as follows:

- Grade 12 or equivalent
- Criminal Record Check
- Willing to work shifts
- Be available on short notice
- Ability to multitask in a very stressful environment
- Be organized and have the ability to establish priorities and work independently without supervision
- Have excellent interpersonal skills and strong written and oral communication skills
- Possess computer skills and ability to use various office programs

Assets for the position are:

- Post-Secondary education in business or office management or related experience
- Radio Operators License
- First Aid/CPR
- Emergency Services Background

A full description of the position can be obtained at the Digby Municipal Airport at 1266 Bloomfield Rd, Hillgrove or the Municipal Office at 12548 Hwy 217, Seabrook.

Applications with cover letter and resume should be made to the attention of Paulette Theriault, Dispatch Supervisor, and be submitted by email at ptheriault@digbymun.ca, or dropped off at the Digby Municipal Airport at 1266 Bloomfield Rd, Hillgrove.

We thank all applicants for their interest. But only those applicants selected for an interview will be contacted.

Applications are due no later than 4:30pm on October 12, 2026.