



City of Dillingham

Job Description

Job Title	Fire Department Coordinator	Department	Fire
Reports to	City Manager	Salary Level	IX \$ 28.46/hr DOE
Classification	Exempt	Revision Date	05.19.2016

I. General Description

This position will assist in carrying out the priorities established for this position by the Fire Chief and Fire Department Executive Committee, under direct supervision of the City Manager. Priorities are: (1) administration, (2) training, (3) maintenance of apparatus, equipment and facilities, (4) grant writing, (5) public education/relations, responds to Fire/EMS calls and (6) other - supervises assigned staff.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Serves as staff for the Fire Chief and Executive Committee. Acts as information liaison between the City and agencies for the Fire Department.
2. Acts as the department's training coordinator by facilitating regular training drills and special classes on the safe operation of the Fire Department equipment.
3. Assists with the development, organization and implementation of department training, ensuring that it is consistent with NFPA guidelines.
4. Oversees the City National Incident Management System/Incident Command System (NIMS/ICS) compliance program and records. Provides an orientation for all new employees on the National Incident Management System.
5. Oversees Small Community Emergency Response Plan (SCERP)
6. Oversees development and maintenance of Emergency Planning for the City.
7. Compiles short and long range fire department goals and plans regarding budgeting, equipment acquisition, policies, programs and other department concerns in conjunction with the Fire Chief and Fire Department Executive Committee.
8. Coordinates with the Fire Chief and Public Works the annual/biannual testing of the hoses, pumps and hydrants to make sure testing is completed as required (typically either annually or once every two years depending on what is being tested) and maintain logs showing testing completion dates and results.



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9. Responsible for coordinating the ambulance billing with 3rd party contractor, including reports and communication with insurance and other agencies as necessary. Maintains patient confidentiality in accordance with Health Information Portability Act.
10. Completes and maintains agreements and applications for billing insurance companies.
11. Provides reports to the Fire Chief, Police Chief and City manager and attends the City Council meeting as requested. Attends city staff meetings on behalf of the Fire Department.
12. Performs grant research, writes grant proposal narratives, compiles information and assembles material.
13. Participates in the budget process and budget administration for the Fire Department in cooperation with the Executive Committee.
14. Supervises the completion of status and statistical reports for fire and/or EMS including routine reports after each incident.
15. Plans, prepares, and organizes workloads and staff assignments, expedites workflow, and makes staffing decisions for department and may join the Volunteer Fire Department.
16. Oversees department personnel matters, including evaluations, makes recommendations regarding appointments, promotions, suspensions, and dismissal of department employees.
17. Assists Human Resources Assistant with recruitment and selection of employees within the Fire Department.
18. Assists with the mapping and developing of pre-fire plans of commercial, residential and other structures.
19. Maintains accurate and current training records, as outlined by NFPA standards. Also assures that training material is available and volunteers are trained to NFPA standards.
20. Oversees the issue and tracking of department equipment and security badges.
21. Establishes a schedule for the maintenance and testing of equipment, as per NFPA standards.
22. Assists in the coordination of drills with appropriate individuals and agencies, as necessary.
23. Ensures that apparatus and equipment are in a state of readiness and available for use by members. Coordinates with the Department of Public Works for maintenance, testing and repair of apparatus, equipment and facilities.
24. May assist with fund raising activities on behalf of the department.
25. Promotes a positive image of the department within the community.
26. Participates in the recruitment of new members.
27. May join the department as a volunteer member, but cannot serve on the Executive Committee while employed as the Fire Department Coordinator.
28. Performs routine general maintenance and cleaning of department equipment.
29. Responds to fire and medical emergencies while on duty as needed.
30. Serves as an emergency medical technician as needed.



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IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Basic knowledge of the operation and maintenance of department apparatus and equipment.
2. Knowledge of fire and EMS department administration.
3. Knowledge of hazardous materials and/or response to hazardous materials.
4. Knowledge of the Uniform Fire Code, Uniform Building Code, Uniform Mechanical Code, National Electrical Code, City and State Codes, Ordinances and Statutes.
5. Working knowledge of computers, word processing and spreadsheet software.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Effective grant writing ability desired.
2. Experience with coordination and administration of volunteers.
3. Excellent written and verbal communication skills.
4. Work with co-workers, volunteers, outside agencies, and vendors in a professional manner.
5. Proven ability to work in a cooperative manner with volunteer members and boards; references may be required.
6. Interacts with the public in a courteous, helpful and professional manner.
7. Proven ability in administration and supervision desired.
8. Ability to conduct continuing education and training sessions.
9. Maintains the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

The employee may have to manage a number of projects at one time, and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The employee may spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Fire Department Coordinator must occasionally lift and/or move up to 50 pounds and be physically able to pass the EMT/Firefighter fit tests. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).
2. Associates Degree (desirable, but not required)
3. Minimum of current EMT I certification required.



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Experience:

1. Administrative skills preferred but not specifically required.
2. Experience working with emergency medical service required.
3. Supervisory experience preferred but not required.
4. Prior experience operating emergency apparatus and equipment desired.
5. Documentation of Firefighter experience required.

III. Certification and Training

1. Must obtain National Incident Management System (NIMS) compliance training and certification within 30 days.
2. Requires an Alaska Driver's licenses.

VIII. Supervisory Responsibility

Fire Department Office Assistant and other part-time or full-time employees as necessary.

IX. Scope of Employment

Regular, full-time, exempt, shift work, evenings and weekends may be required.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
City Manager:	_____	_____