

JOB DESCRIPTION
FIRE/EMS CO-ORDINATOR
CITY OF WHITTIER, ALASKA

PAY RANGE: \$ 52,000 – \$76,440.00 per year, DOE, plus benefits

POSITION: FIRE/EMS COORDINATOR
DEPARTMENT: PUBLIC SAFETY
SUPERVISOR: PUBLIC SAFETY DIRECTOR
CLASSIFICATION: EXEMPT, SALARIED

POSITION DESCRIPTION: Under the direction of the Public Safety Director, provides administrative, clerical, and facilitation of volunteer Fire Department and EMS training activities in accordance with Municipal Ordinance, State, and Federal Regulations. Provides and responds for emergency fire, rescue, and EMS services. Provides direct supervision to paid seasonal firefighter/ medic, and any other staff that may be hired within the Fire/EMS Department.

ESSENTIAL FUNCTIONS:

1. Responsible for the station duties of the Whittier Volunteer Fire Department/EMS. Ensures ambulances and apparatus are stocked and ready to respond. Serves as liaison for Fire/EMS activities to other City Departments, boards, commissions, as well as State and Federal agencies.
2. Renders emergency medical assistance and fire protection to the public.
3. Performs medical procedures, as required, and in strict compliance with standing orders and protocols dictated by the sponsoring physician.
4. Determines with due regard the patient's condition and makes arrangements to provide appropriate transportation to a medical facility.
5. Maintains daily records for the Department, including but not limited to, equipment and vehicle maintenance and inspection, inspections, documents emergency runs, public service, public education, and department training, in a secure manner and in accordance with applied laws. Maintains Volunteer Department training files. Fills out billing programs.
6. Writes and administers all direct Fire/EMS related grant projects.
7. Works with Public Safety Director to prepare budgets.
8. Manages, maintains, and inventories radios and gear for staff and volunteers.
9. Manages and maintains Fire and Rescue equipment and facilities. Schedules or performs maintenance on vehicles and equipment and cleanliness of facilities as necessary.
10. Develops and administers fire prevention education and public education programs.
11. Working knowledge of and ability to carry out, emergency operations using the National Incident Management System (NIMS) and Incident Command System (ICS)
12. Works with the Public Safety Director to update pre-fire plans for tactical use in suppression and to plan training for volunteers.
13. Works with the State Fire Marshals office or other qualified person to investigate the cause of fires.
14. Interprets and applies codes related to Alaska Fire, Life & Safety.

15. Performs inspections to determine compliance with Alaska Fire, Life and Safety Codes as directed.
16. Complete written reports at the completion of every call. Provides reports to the Director of Public Safety.

OTHER RESPONSIBILITIES: Assists in the development and implementation of City's emergency preparedness plan. Serves as a member of the City Emergency Management Organization. Performs other duties as assigned.

EDUCATION, LICENSES, AND SPECIAL REQUIREMENTS/SKILLS: High School Diploma or GED. Must be at least 21 years of age. Current State of Alaska certification as an EMT III or Paramedic. Current Basic Life Support certification. Valid Alaska driver's license and clean driving record with ability to be insured while operating city vehicles. Preferred: Firefighter I/II, ACLS, PALS, Fire and EMS Instructor. Member of the Whittier Fire Department within 30 days of hire. Must have completed ICS 100,200,700,800,300,400 within first year. Prior experience with fire suppression techniques, emergency medical response, and SAR procedures preferred and a willingness to seek additional training and development as required. Experience supervising volunteer staff. Knowledge of hazardous materials handling, and PPE fit testing procedures preferred. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy. Ability to work with direct supervisor on handling multiple tasks, establishing priorities, schedules and meeting deadlines. Proficiency in use of general office equipment, billing software, and Statewide emergency software. Ability to handle emergency situations while maintaining a professional demeanor. Ability to carry out orders with precision and speed in emergency situations. Understanding of and obedience to all safety rules. Must be able to engage in extensive physical exertion such as running, climbing, and jumping over obstacles in potential rescue situations requiring the ability to use both arms and legs effectively. May also be required to lift, drag or use other means to move injured persons in potentially dangerous situations. May be exposed to extreme weather conditions. Periodic examinations of physical agility may be required. Must be able to work in adverse and changing environments.

As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

TERMS: This is an exempt position. While on duty, employee must be able to respond within 5 minutes of dispatch. While off duty, respond within thirty minutes. Transportation to Whittier is the responsibility of the applicant. Duty station is Whittier Alaska.

APPLICATION: To apply submit a cover letter, resume and three professional references to the Director of Public Safety by one of the following methods: in person, mail to P.O. Box 608 Whittier, AK 99693, e-mail to dpratt@whittieralaska.gov or FAX to 907-472-2404.

Call City of Whittier H.R Department (907) 336-1490 ext 4 for more information. **The City of Whittier is an equal opportunity employer and a "drug free" workplace.**

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties.