Job Description: Fire/EMS Administrator

**Department: Fire Department Type: Permanent, Full Time**

**Reports to: Fire Chief FLSA: Non-Exempt**

**Salary Grade: 21**

# Position Overview

The Fire/EMS Administrator is a multifaceted position that plays a critical role in the overall effectiveness of the Fire Department and Emergency Medical Services. This individual will be responsible for administrative oversight, training coordination, and active participation in firefighting, Emergency Medical Services (EMS), and Search and Rescue (SAR) operations. The ideal candidate must possess strong leadership and instructional skills, an understanding of Fire and EMS protocols, and a commitment to public safety and community service as well as a powerful desire to continue the Departments education in Fire, EMS, and SAR related topics.

# Key Responsibilities

## Administrative Duties

* Develop and implement department policies and procedures to ensure compliance with local, state, and federal regulations.
* Prepare and manage in coordination with the Fire Chief, the department’s budget, including resource allocation, and procurement.
* Oversee record-keeping and documentation for all Fire, EMS, and SAR activities, ensuring accuracy and confidentiality.
* Coordinate with other municipal agencies, emergency services, and community organizations to enhance operational efficiency and public safety.
* Manage the Departments Volunteers in conjunction with the Fire Chief and Fire Officers, to include yearly performance reviews and skills check offs, etc.
* Manage personnel records in coordination with the volunteer members, including training certifications, performance evaluations, and career development plans.
* Ensure the maintenance and readiness of all firefighting and EMS equipment and vehicles.
* Prepares information in coordination with the Fire Chief to the Insurance Services Office as required.
* Manage the City and Borough of Wrangell’s Emergency Operations Plan in coordination with the Fire Chief and various City and Borough Officials.
* Facilitate quarterly Local Emergency Planning Committee meeting.
* Identify and pursue applicable grant opportunities in conjunction with the Fire Chief and City and Borough Staff.
* Maintain Fire Department grant files and prepare progress and compliance reports as necessary.
* Manage the Fire Department Live-in volunteer members weekly duties, to include apparatus checks, inspections, etc.
* Other administrative duties as assigned.

## Training Coordination

* Develop and implement in coordination with the Fire Chief a variety of comprehensive training programs for all Fire and EMS personnel, focusing on both theoretical knowledge and practical skills.
* Schedule and conduct regular training sessions, drills, and exercises to ensure personnel maintain elevated levels of proficiency and preparedness.
* Schedule and instruct training courses for a variety of EMS and Fire certifications.
* Evaluate the effectiveness of training programs and make necessary adjustments to enhance learning outcomes.
* Ensure all personnel and volunteers are up to date with certifications and continuing education requirements.
* Serve as a mentor to new recruits and experienced personnel, fostering a culture of continuous improvement and professional development.
* Stay informed about the latest advancements in firefighting, EMS, and SAR techniques and incorporate them into training programs.
* Deliver Fire Safety topics to a variety of the public.
* Other training duties as assigned.

## Operational Duties

* Respond to fire, medical, and search and rescue emergencies, providing leadership and coordination at the scene.
* Perform firefighting duties, including fire suppression, ventilation, salvage, and overhaul operations.
* Provide emergency medical care as an EMT, including patient assessment, treatment, and transport.
* Conduct search and rescue operations, utilizing appropriate techniques and equipment to locate and assist individuals in distress.
* Ensure the safety of all personnel and the public during emergency operations, adhering to established protocols and safety standards.
* Maintain physical fitness and readiness to perform demanding tasks under challenging conditions.
* Other operational duties as assigned.

# Qualifications

## Education, Licenses, Certification and Experience

* High School Diploma or equivalent
* Valid Alaska Driver’s License
* Certified Firefighter I or higher
* CPR/First Aid Instructor
* State of Alaska EMT-1, NREMT-B or higher
* State of Alaska Fire and Emergency Instructor 1 or higher
* State of Alaska EMT Instructor Basic or higher
* ICS 100-c, 200-c, 700-b, 800-d
* Obtain the above certifications within 24 months of hire.

## Skills and Abilities

* Strong leadership and management skills, with the ability to make sound decisions under pressure.
* Excellent communication and people skills, capable of working effectively with diverse groups and individuals.
* Proficient in the use of firefighting and EMS equipment, including tools, vehicles, and communication devices.
* Ability to develop and deliver engaging and informative training sessions.
* Strong analytical and critical thinking skills, with the ability to assess situations and develop effective solutions.
* Physical fitness and stamina to perform physically demanding tasks and operate in challenging environments.

# Work Environment

The Fire/EMS Administrator and Training Coordinator will work in a variety of settings, including office environments, training environments, and emergency scenes. The role requires flexibility and the ability to respond to emergencies at any time, including nights, weekends, and holidays. The position involves exposure to hazardous conditions, extreme temperatures, and physically demanding tasks.