

JOB ANNOUNCEMENT

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929



Introduction & Application Timeline

The City and Borough of Wrangell will accept applications for the position of Fire/EMS Administrator until filled. Applications and complete job descriptions are available at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929, or online at www.wrangell.com/jobs.

Position Summary

This is a full-time, non-exempt position within the Fire Department with benefits. Salary is Grade 21. The Fire/EMS Administrator assists the Fire Chief with department administration, volunteer management, emergency planning, grant administration, training coordination, and operational readiness. The position actively participates in firefighting, emergency medical response, search and rescue operations, public education, and emergency management activities while helping ensure the department remains prepared to serve the Wrangell community.

Minimum Requirements

- High School Diploma or equivalent
- Valid Alaska Driver's License
- Firefighter I Certification or higher
- CPR/First Aid Instructor Certification
- State of Alaska EMT-I, NREMT-Basic, or higher
- State of Alaska Fire and Emergency Instructor I or higher
- State of Alaska EMT Instructor Basic or higher
- ICS 100, 200, 700, and 800 Certifications
- Ability to obtain required certifications within 24 months of hire if not currently held

Application Process

Completed applications must be submitted to Megan Powell at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at mpowell@wrangell.com.

(A cover letter and resume may be required depending on the position; please review the specific job description. Incomplete applications may be returned.)



The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

