

JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



Position	<i>Fire EMS Administrator</i>	Type	<i>Permanent/Full-Time</i>
Department	<i>Fire</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Fire Chief</i>	Salary	<i>Non-Union Grade # 21</i>

Summary

The Fire/EMS Administrator is a professional administrative, training, and operational position responsible for supporting the overall effectiveness of the Fire Department and Emergency Medical Services. This position coordinates department administration, volunteer management, emergency preparedness, training programs, grant administration, and regulatory compliance while actively participating in firefighting, emergency medical response, search and rescue operations, and emergency management activities. The incumbent serves as a key resource to the Fire Chief and plays an essential role in maintaining department readiness, public safety, and community resilience.

Distinguishing Career Features

The Fire/EMS Administrator combines administrative management, instructional responsibilities, and emergency response duties into a single position. Unlike positions focused solely on emergency response, this role is responsible for coordinating department training programs, maintaining operational records, supporting emergency planning efforts, managing volunteers, administering grants, and ensuring compliance with state and federal requirements. The position requires the ability to function effectively in both office and emergency environments while serving as an instructor, coordinator, and responder.

Essential Duties and Responsibilities

- Assists the Fire Chief in developing, implementing, and maintaining department policies, procedures, and operational standards.
- Coordinates departmental compliance with local, state, and federal regulations.
- Assists with budget preparation, resource allocation, purchasing, and procurement activities.



- Maintains department records, reports, certifications, incident documentation, and personnel files.
- Coordinates with municipal departments, emergency service agencies, community organizations, and governmental partners.
- Assists with administration and oversight of volunteer personnel, including performance evaluations, skills verification, scheduling, and development activities.
- Maintains training records, certification files, and personnel development plans.
- Coordinates maintenance schedules and readiness checks for firefighting, EMS, rescue equipment, and apparatus.
- Assists with preparation and submission of information required by the Insurance Services Office (ISO).
- Coordinates updates and maintenance of the City and Borough Emergency Operations Plan.
- Facilitates Local Emergency Planning Committee (LEPC) meetings and related emergency preparedness activities.
- Researches, prepares, and administers grants in coordination with the Fire Chief and Borough staff.
- Maintains grant records and prepares required compliance and progress reports.
- Oversees daily and weekly duties assigned to live-in volunteer personnel.
- Performs other administrative duties as assigned.
- Assists in developing and implementing comprehensive Fire, EMS, and Search and Rescue training programs.
- Schedules, coordinates, and conducts training sessions, drills, exercises, and continuing education opportunities.
- Instructs Fire and EMS certification courses and skills-based training programs.
- Evaluates training effectiveness and recommends program improvements.



- Ensures personnel maintain required certifications, licenses, and continuing education requirements.
- Serves as a mentor and resource for new and existing department personnel.
- Research emerging trends, techniques, and best practices in Fire, EMS, SAR, and emergency management.
- Delivers public education programs and fire prevention presentations to schools, businesses, and community groups.
- Performs other training-related duties as assigned.
- Responds to fire, EMS, rescue, hazardous materials, and search and rescue incidents.
- Performs firefighting duties including fire suppression, ventilation, salvage, overhaul, and related emergency operations.
- Provides emergency medical care within the scope of certification and assists with patient transport activities.
- Participates in search and rescue operations utilizing established techniques and equipment.
- Assists with incident command functions and emergency scene coordination as assigned.
- Maintains readiness and operational proficiency in emergency response activities.
- Ensures compliance with departmental safety procedures and industry standards.
- Performs other operational duties as assigned.

Qualifications

Knowledge and Skills

- Knowledge of modern firefighting, emergency medical services, rescue operations, and emergency management principles.



- Knowledge of applicable local, state, and federal regulations governing Fire and EMS operations.
- Knowledge of instructional methods, adult learning principles, and training program development.
- Knowledge of grant administration, budgeting, recordkeeping, and public-sector administrative practices.
- Skill in written and verbal communication.
- Skill in preparing reports, maintaining records, and using computer software applications.
- Skill in operating firefighting, EMS, rescue, and communication equipment.
- Skill in establishing and maintaining effective working relationships with employees, volunteers, government agencies, and the public.

Abilities

- Ability to exercise sound judgment and make effective decisions during emergency and non-emergency situations.
- Ability to organize, coordinate, and prioritize multiple projects and responsibilities.
- Ability to develop, deliver, and evaluate training programs.
- Ability to interpret regulations, policies, and technical information.
- Ability to supervise, motivate, and mentor volunteer personnel.
- Ability to remain calm and effective during stressful or hazardous situations.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and professional standards.

Physical Abilities

- Ability to perform strenuous physical activities associated with firefighting, emergency medical response, rescue operations, and emergency management functions.
- Ability to lift, carry, push, pull, drag, and move equipment, supplies, and patients.
- Ability to climb ladders, work at heights, crawl in confined spaces, and operate on uneven terrain.



- Ability to wear personal protective equipment and self-contained breathing apparatus for extended periods.
- Ability to work in adverse weather conditions, hazardous environments, and emergency situations.
- Ability to sit, stand, walk, bend, kneel, stoop, reach, and perform repetitive movements throughout the workday.
- Ability to meet department physical fitness requirements.

Education and Experience

- High school diploma or equivalent required.
- Experience in firefighting, emergency medical services, emergency management, training, or a closely related field preferred.
- Experience coordinating training programs, volunteer organizations, or emergency response operations is desirable.

Licenses and Certificates

Required at hire or obtainable within twenty-four (24) months of employment:

- Valid Alaska Driver's License.
- Firefighter I Certification or higher.
- CPR/First Aid Instructor Certification.
- State of Alaska EMT-I, National Registry EMT-Basic, or higher certification.
- State of Alaska Fire and Emergency Instructor I or higher certification.
- State of Alaska EMT Instructor Basic or higher certification.
- ICS 100, ICS 200, ICS 700, and ICS 800 certifications.

Working Conditions

Work is performed in office settings, training environments, and emergency response scenes. The position requires availability to respond to emergencies outside normal business hours, including evenings, weekends, and holidays. Duties involve exposure to hazardous materials, smoke, fire, extreme temperatures, inclement weather, loud noise, and physically demanding conditions. The incumbent must maintain the physical and mental readiness necessary to perform emergency response functions safely and effectively.

