

**CITY OF LANDER
POSITION AVAILABLE**

Fire Administrator/Emergency Management

The City of Lander is accepting applications for a Fire Administrator/Emergency Management. This is a full-time position with benefits. Salary depends on experience. A detailed job description is available at City Hall, 240 Lincoln Street, Lander, WY. They are also available on our website www.landerwyoming.org.

Applications must be received by 5:00 p. m. Friday, July 28, 2017.

City of Lander

Job Description



Title:	Fire Administrator /Emergency Management	Grade:	10
Department:	Fire	Effective Date:	7/01/10
Division:	Administration	Last Revised:	

GENERAL PURPOSE

Performs a variety of professional, administrative and technical duties related to managing the day-to-day operations of the city fire department including finances, budgeting, training, education, vehicle and building maintenance, record keeping, public relations and fire prevention services and programs. Acts as city Fire Marshal.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor.

SUPERVISION EXERCISED

Provides close to general supervision to clerical and support staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

Provides ongoing day-to-day support to Fire Department Officers to ensure effective performance of functions and fulfill obligations; identifies current and future department needs; works with city program managers, Mayor, and City Council to coordinate fire issues with city's goals and objectives; maintain fire equipment; works daily with the public.

Plans, directs and administers fire prevention and suppression programs of the city; develops city policy into action plans and strategies; recommends changes in fire ordinances and codes; directs fire code enforcement programs and practices; performs as fire marshal and inspector; determines essential resources needed to achieve program objectives and recommends equipment and material acquisitions.

Prepares and administers department budget; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety.

May review site plans, building specifications and prints to assess compliance with fire safety codes and standards; participates as member of state and local committees, i.e., flood plain management, safety committee, emergency management, homeland security, etc.

Coordinates department operations through volunteer Fire Chief; establishes policies, rules and regulations as deemed necessary and expedient for suppression operations and prevention programs; assigns and evaluates work; disciplines personnel when necessary; supervises departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling.

Coordinates and participates in interviewing, screening and hiring of new volunteer members; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes or procedures.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

May responds to fires and performs at-the-scene duties; may direct firefighters in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property.

Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property;

may make presentations to schools and civic groups; develops and maintains good public relations with the community; works closely and effectively with Building Inspector and local emergency management response agencies.

Develops and oversees station house maintenance and general upkeep; assures upkeep and functional operation of all equipment and fire fighting apparatus; inspects, tests, conducts inventory evaluations of equipment; assures department readiness to deliver efficient and effective response to fire and emergencies; maintains department records; prepares and submits worker compensation report and incident reports.

Coordinates with water department in the planning of water lines, reservoir system and installation of hydrants; coordinates the repair or replacement of hydrants; maintain current location map of hydrant system showing flows, valves, etc.

Oversees the implementation of inspection programs on local establishments, schools, pre-schools and other high priority safety environments; coordinates fire drill exercises; directs the preparation of regular reports and submits to school administrators, state and/or federal agencies; promotes fire education programs such as Fire Prevention Week and Junior Fire Starter Program; respond to news media and perform interviews as needed.

May oversee and issue burning permits; conducts site reviews to confirm compliance with burn regulations and ordinances; advises citizens regarding safety methods and precautions related to open burning.

Performs a variety of administrative functions related to managing assigned operations including developing goals and objectives, recommending and implementing policies and procedures; preparing and recommending annual budget and managing the expenditure of authorized funds; makes decisions affecting the use and allocation of city resources essential to carrying out programs related to emergency management, risk and safety, homeland security, ADA compliance and water rights management.

Administers civil preparedness program; writes, edits and updates City Emergency Operations Plan (EOP) and Hazard Analysis; coordinates document preparation with neighboring entities and industry.

Responds to calls for the identification, packaging and transportation of unidentified materials on city property; administers basic testing to determine characteristics of unidentified materials, coordinates transportation and storage of unidentified materials and disposal of hazardous waste.

Operate and directs city-wide emergency response center during exercises or man made and acts of God incidents; assures community compliance with guidelines and regulations established by SARA, BHS, LEPC, FEMA and related state and federal agencies.

Receives and reviews various federal and state publications targeting emergency preparedness programs; assesses applicability of information for incorporation into city emergency response programs.

Develops, prepares and updates emergency operations plans; directs, coordinates and provides technical assistance to annex organizations in the development and certification of emergency response/management plans; monitors changes in law and assures compliance and conformity of established emergency plans; prepares and submits various state and federal reports.

Develops periodic exercises to simulate various types of emergency and terrorism situations to test and refine concepts and plans consistent with EOP; coordinates participation by cities, county and various emergency response agencies, including state police, county sheriff, city police departments, state and county highway departments and other private organizations.

Provides for public and agency training; recruits and trains volunteers (coordinators, LEPC staff members, and First Responders); organizes seminars and workshops designed to update and educate agencies and potential victims regarding practices and procedures to avoid or minimize impact of emergency situations, such as hazardous waste spills, industrial chemical accidents, natural disasters, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus two (2) years of specialized training related to fire operations and administration;
- AND
- B. Five (5) years of progressively responsible experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; principles and practices of fire prevention and suppression; maintenance requirements and practices of fire fighting equipment and apparatus; departmental rules, policies and regulations; city geography; emergency medical practices and procedures. Working knowledge of principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management and motivation; fire fighting techniques and equipment; fire/arson investigation procedures .

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of professional fire fighters; evaluate performance without partiality; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates, and the public.

3. Special Qualifications:

Must possess and maintain a valid Class B driver's license with required endorsements or CDL. Must possess Fire Fighter 1 Certification and complete Fire Fighter 2 Certification within 2 years
Must be or become certified in CPR. May be required to become SARA, Title III Certified (HAZMAT).

4. Work Environment:

Functions of the position generally performed in an controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)