

City of Cordova Position Job Description

FIRE MARSHAL

DEPARTMENT: FIRE
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME OVERTIME EXEMPT, SALARIED

SUMMARY

Under the direction and control of the City Manager, provides administrative, clerical and facilitation of the Cordova Volunteer Fire Department training activities in accordance with Municipal Ordinance, State, and Federal Regulations. Provides and responds to emergency fire and rescue services. Provides direct supervision to paid Firefighter/Medics, and any other staff that may be hired within the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Responsible for the station duties of the Cordova Volunteer Fire Department. Serves as liaison for all Fire Department activities to other City departments, boards and commissions, as well as State & Federal agencies.
- Responds to calls for assistance and fire department emergencies.
- Maintains daily records for Department, including equipment and vehicle maintenance, inspections, details of emergency runs, public service, and public education and department training, in a secure manner and in accordance with applicable laws. Maintains Volunteer Fire Department personnel files.
- Develop, implement, and enforce policies and procedures of the department.
- Writes and administers all direct Fire Department and EMS related grant projects.
- Prepares and manages all Departmental budgets as necessary and submits to City Manager; assures conformance as required.
- Facilitates and implements training and prepares information necessary for presentation for training of Volunteer Fire Department.
- Provides dispatcher training regarding Volunteer Fire Department operations.
- Manages and maintains radio communications network for department and other City, State, and Federal Public Safety departments.
- Manages and maintains Fire and Rescue equipment and facilities. Schedules or performs maintenance on vehicles and equipment and cleanliness of facilities as necessary.
- Develops and administers fire prevention education and public education programs.
- Acts as agent of the State Fire Marshal for enforcing and performing inspections with compliance with Alaska fire, life and safety codes as directed.

- Updates pre-fire plans for tactical use in fire suppression.
- Investigates the cause of fires.
- Assists in the development and implementation of City's emergency preparedness plan.
- Working knowledge of and ability to carry out emergency operations using the National Incident Management System (NIMS) and Incident Command System (ICS)
- Serves as a member of the City Emergency Management Organization. This includes planning, budgeting, reporting, and coordinating crisis management activities.

MINIMUM QUALIFICATIONS

- A. Highschool diploma or GED required.
- B. Must have completed ICS 100, 200, 700, 800. Must complete ICS 300 & 400 within 1st year.
- C. Must complete fire training as required by state and federal regulations and trainings required for membership in the Cordova Volunteer Fire Department within 90 days of hire.
- D. Prior experience in fire suppression techniques, emergency medical response and SAR procedures required.
- E. Ability to obtain EMT1 certification and Fire Fighter 1 certification within one year of hire required.
- F. Must possess of be able to obtain a valid Alaska driver's license.

PREFERRED QUALIFICATIONS

- A. College credit preferred
- B. Past experience supervising volunteer staff preferred.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Experience with budgets and project management.
- B. Knowledge of Hazardous Materials handling and PPE fit testing procedures.
- C. Ability to work with the public, local and governmental officials and agencies with discretion, professionalism, and courtesy.
- D. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
- E. Knowledge and ability to proficiently use general office equipment and software, including computers, copiers, facsimile machines, etc.
- F. Ability to handle emergency situations while maintaining a professional demeanor.
- G. Ability to carry out orders with precision and speed in emergency situations.
- H. Understanding of and obedience to all safety rules.
- I. Must be able to engage in extensive physical exertion such as running, climbing, and jumping over or under obstacles in potential rescue situations requiring the ability to use both arms and both legs effectively. May also be required to lift, drag, or use other means to move injured persons or persons in dangerous situations.

BENEFITS

- i. Alaska Public Employee Retirement System (PERS)
- ii. Group Health Insurance and Life Insurance
- iii. Optional 457 Deferred Compensation
- iv. Employee-Priced Recreation Facility Access
- v. Tuition Reimbursement*
- vi. Annual/Sick Leave accrual and paid holidays

REQUIRED TECHNICAL SKILLS

Knowledge of computers for an office environment; proficient in a Windows environment, including word processing and spreadsheets; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Non-traditional work hours are occasionally required, to include evenings, weekends, holidays and shift work. Work is occasionally performed outdoors, often in inclement weather, in conditions that subject the employee to potential personal danger. Employee may be exposed to verbal and physical abuse by suspects or other individuals in antagonistic situations.

PHYSICAL DEMANDS OF POSITION

Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with others. Sufficient vision, with or without reasonable accommodation, which permits the employee to identify criminal activity. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate police equipment and detain criminals or assist individuals in need, to include the ability to lift, drag, or otherwise move incapacitated individuals. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform duties that may include running, climbing, jumping over or crawling under obstacles. Periodic examinations of physical agility may be required.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged:_____ Date: _____