

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 all Cordova Volunteer Fire Department activities in accordance with Municipal Ordinance, State, and Federal Regulations. This is a working supervisor position responsible for providing and responding to emergency fire and rescue services to include non-working hours. 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 Fire, EMS, and Service calls when scheduled.
- Maintains daily records for Department, including equipment and vehicle maintenance, inspections, and details of emergency runs, in a secure manner and in accordance with applicable laws.
- Develop, implement, and enforce policies and procedures of the department in conjunction with the Fire Chief.
- 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 coordinates training and prepares information necessary for presentation for training in conjunction with the Training Officer.
- 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 in conjunction with the Training Officer.
- Acts as agent of the State Fire Marshal for enforcing and performing inspections with compliance with Alaska fire, life and safety codes as directed by the State.
- Supervises Fire Department Staff to include conducting evaluations, organizing training, ensuring

valid certifications, proper maintenance of Fire Hall, equipment, vehicles, and coordinating on-call schedule with Volunteer Department.

- Updates pre-fire plans for tactical use in fire suppression.
- Investigates the cause of fires with Fire Chief and escalate to the State as required.
- 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 possess a State equivalent of Firefighter 1 certification. Should be transferred for reciprocity within 30 days of hire.
- C. Three (3) years' experience supervising staff.
- D. Must have complete ICS 100, 200, 700, 800 within 60 days.
- E. Must complete fire training as required by state and federal regulations and trainings required for membership in the Cordova Volunteer Fire Department.
- F. Prior experience in fire suppression techniques, emergency medical response and SAR procedures required.
- G. Ability to obtain EMT1 certification within one year of hire required.
- H. Must possess a basic understanding of computer functions to include but not limited to; Windows environment, word document, excel spreadsheet, and outlook calendar.
- I. Must possess or be able to obtain a valid Alaska driver's license.

PREFERRED QUALIFICATIONS

- A. College credit preferred
- B. Past experience working in or with volunteer staff preferred.
- C. EMT 1 or EMT-B certification.
- D. Experience with rural fire service.

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.

REQUIRED TECHNICAL SKILLS

Proficient in Microsoft Office Suite, including Word, Excel, and financial management software, with strong knowledge of data processing and transmission in a Windows environment. Familiar with modern office practices and leveraging Microsoft tools for efficient workflow and communication.

LEGAL REQUIREMENTS

As a condition of employment, this position is 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:** _____