

# City of Sand Point Job Description

**Job Title:** Fire&EMS Chief

**Reports To:** Mayor

**Supervises:** Volunteer fire and EMS department personnel

**Salary:** TBD

**Updated:** 08/21/2020

**Approved:** \_\_\_\_\_  
Mayor

## General Position Summary or Responsibilities

Under direction of the Mayor and the pleasure of the City Council, this full-time position is responsible to coordinate the recruitment, training and supervision of the Sand Point Volunteer Fire Department (SPVFD) and EMS personnel and all equipment, ambulance, machinery and supplies owned by the department/City.

## Essential Duties and Responsibilities

1. Recruits, trains and supervises SPVFD/EMS volunteers and recommends the number and kind of companies of the department.
2. Enforces a comprehensive set of rules and regulations governing the disciplines, training and operations of the SPVFD/EMS as directed.
3. Coordinates regularly scheduled meetings for all volunteers in the SPVFD/EMS for the purpose of training with regard to safety, fire suppression, equipment usage, etc.
4. Maintains comprehensive records on all apparatus, equipment, personnel, training, inspections, fires and other department activities.
5. Recommends apparatus, firefighting and/or EMS equipment needed by the department.
6. Insure proper maintenance of all firefighting and EMS equipment, supplies and machinery.
7. Working with the Public Works department, provides scheduled inspections of all fire hydrants within the City.
8. Ensure Fire Hall/EMS bay is clean and secure at all times.
9. Work with other emergency personnel to coordinate responses to emergencies.

10. Exercise discretion when responding to emergencies.
11. Protect the lives and property of the general public.
12. Participate in specialized programs and assignments to support department activities and community relations.
13. Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.
14. Deal courteously with the general public and convey a positive, professional image of the department and the City of Sand Point.
15. Coordinate with Eastern Aleutian Tribes to ensure correct and prompt billing for services provided.
16. Monthly and annual fire/EMS reporting with state entities.

#### **Knowledge, Skills and Qualifications**

1. High school diploma or equivalent.
2. Valid Alaska Drivers License and good driving record.
3. Must be at least 21 years of age.
4. Hold IFSAC or AFSC Fire Fighter I certificate
5. Hold State of Alaska or National EMT I certificate or equivalent
6. “Oral” and written communications skills.
7. Interpersonal skills using tact, patience and courtesy.

#### **Preferred**

1. Hold IFSAC or AFSC Fire Fighter II certificate.
2. Hold State of Alaska or National EMT II certificate or equivalent with training certificate.
3. Prior membership/leadership in a volunteer fire and EMS department.