



**CITY OF SAND POINT**  
P.O. BOX 249 Sand Point, Alaska 99661  
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www.sandpointak.org

# EMPLOYMENT OPPORTUNITY

**POSITION:** FIRE & EMS DIRECTOR  
**STATUS:** Permanent, Full-time  
**SALARY:** \$50,000/yr. + Benefits  
**Application Closing Date:** Open Until Filled  
**Start Date:** Immediately  
**Submit application to:** City of Sand Point Office

## Definition

Directs operations of the Fire and the Emergency Medical Services (EMS) Departments to ensure protection against loss of life and property from fire and other hazards and adequately responds to emergencies. Works cooperatively with the Fire Chief. Performs emergency assignments using the Incident Command System.

## Supervision Received

Performs all duties under the supervision of the Mayor.

## Supervision Exercised

Supervises the department's personnel, and in coordination with the Fire Chief, supervises the department's volunteer members.

**Duties** (The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Responsible for the proper operation and maintenance of the fire and EMS stations and equipment.
2. Supervise and approve the overall training, preparedness, and safety of the department's personnel and volunteer members and assure the availability and readiness of the department's apparatus and equipment.
3. Prepare, review, implement and enforce policies and procedures necessary for the safe and efficient operation of the fire and EMS departments. This includes, but is not limited to, selection criteria for membership conduct standards and rules and regulations regarding the removal of members for just cause.
4. May operate and drive a wide variety of automotive firefighting equipment including pumpers, rescue equipment, tankers, and ambulances.
5. Ensure daily, weekly, and monthly equipment checks are conducted. Assures maintenance of fire apparatus
6. May direct and oversee the provision of Fire Department services, including monitoring fire department operations, taking appropriate action, and resolving crisis situations, ambulances, boat harbor equipment, and other fire department equipment, to ensure smooth working order.

**An application is available at the City Office or can be requested by e-mail to [cityclerk@sandpointak.org](mailto:cityclerk@sandpointak.org). The City of Sand Point is an Equal Opportunity Employer. The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.**

7. Maintains proficiency and attends training programs as scheduled by the Mayor.
8. Provide orientation and training to volunteers. Checks the qualifications and abilities of firefighters and EMT personnel to operate specialized equipment and perform fire department tasks.
9. Provides fire and emergency medical training to other organizations as scheduling permits.
10. Prepares and administers the annual departmental budget and approves department expenditures in accordance with the City's purchasing policy.
11. Respond to fire and medical emergencies while on duty.
12. Provide tours of the fire stations as schedule permits.
13. Serves as emergency manager for the City of Sand Point.
14. Represents the City as it relates to emergency preparedness and the health and well-being of the community.
15. Attends and participates in appropriate public meetings.
16. Performs recordkeeping duties and required reporting to various state and federal agencies.
17. Performs other duties as assigned by the Mayor.

### **Distinguishing Characteristics**

This position may operate, and drive a wide variety of firefighting, rescue, and emergency medical equipment. Due to the organization and operation of the Sand Point Fire Department, this position may be required to operate firefighting equipment, extinguish fires, effect rescues, coordinate pre-hospital care as scene commander, with or without the assistance of volunteers, or under the technical direction of a superior volunteer or department officer. Maintain good rapport with the department Fire Chief, volunteers, City employees, and public and private boards, commissions, committees, and other governmental agencies.

### **Working Conditions**

Lifting of emergency equipment and other material normally does not exceed 60 lbs. Physical hazards at fire and emergency scenes toxic include smoke, heat, chemicals and fallen and falling debris, and exposure to infectious diseases. Incumbent performs approximately 75% of duties in seated position.

### **Qualifications**

Knowledge of the safe and effective operation of a wide variety of emergency medical automotive and firefighting, emergency medical and automotive equipment, portable equipment and tools. Knowledge of the layout and operation of Sand Point's fire hydrant system and residence address system. Skills in fire and EMS equipment operation, pre-hospital care, firefighting, and teaching techniques. Ability to use a personal computer for written communication, record keeping, data collection, reporting, etc. Ability to safely and effectively operate an ambulance in a medical emergency or firefighting apparatus during a fire; think clearly and quickly during emergencies; analyze situations accurately and take prompt, effective action; comprehend written material and interpret and apply rules and instructions; follow oral and written directions; learn operating policies and procedures; plan, direct, and coordinate the work of others; work cooperatively with others; function with a high degree of independence.

An applicant must demonstrate compliance with each requirement below, or how they intend to meet them within six months of hiring.

1. High School Diploma or equivalent.
2. A minimum of three years of emergency medical experience as an Emergency Medical Technician in the City of Sand Point or Equivalent.
3. A minimum of three years of firefighting and experience as a firefighter in the City of Sand Point or equivalent.
4. Must take the Methods of Instruction Course from the State of Alaska.
5. Certified by the State of Alaska as an Emergency Medical Technician I or higher.
6. Certified by the State of Alaska as a Firefighter I or graduated from an accredited two or four-year college structural firefighting program.

Any combination of experience and/or education that provides the applicant with the following attributes:

1. Ability to organize and instruct Fire and Emergency Medical Services training programs.
2. Physical ability to effectively operate EMS and firefighting equipment.
3. Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display a willingness to assist co-workers and subordinates.