

**TOWN OF LEDYARD
ADMINISTRATOR OF EMERGENCY SERVICES**

NATURE OF WORK:

Administrator of Emergency Services shall have all powers necessary to fulfill the obligations of managing and being responsible for all fire, rescue and emergency medical services, excluding on-scene operations which shall be commanded by the Fire Chiefs or their appointed officers.

SUPERVISION RECEIVED:

Receives general direction, management and discipline from the Mayor.

SUPERVISION EXERCISED:

Provides general supervision to paid fire fighters and emergency staff. Coordinates interdepartmental committees comprised of municipal staff in the areas of planning. Shall make recommendations to the Mayor regarding the direction, discipline, suspension and relief from active duty of any employee or volunteer member in the Department, subject to the provisions of applicable collective bargaining contracts and the Town Charter. The Fire Chiefs shall be the direct supervisors of the career and volunteer fire fighters that are assigned to their stations

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive:

- With assistance from the Fire Chiefs establish standard policies, rules and procedures for providing firefighting, rescue and other emergency and safety services throughout the town.
- Coordinate the training and physical fitness programs of the Department.
- Take appropriate steps to improve efficiency, recruitment and public relations.
- Responsible for all fire apparatus, vehicles, firefighting, rescue and emergency equipment owned and/or purchased with town funds or obtained through grants.
- Develop specifications for needed equipment and determine purchase requirements; and develop strategic and tactical plans for future equipment and facilities.
- Evaluate risk management issues; develop annual budget recommendations.
- Plan new programs and take necessary steps to have such programs implemented.
- Represent the Department before the Town Council, other town agencies, other state and local agencies and the general public.

- Analyze the needs of the Department and coordinate programs to meet those needs, keeping in mind the unique nature of the volunteer and career emergency services being rendered.
- Assist in the recruitment and retention of volunteers.
- Establish interview policies for all paid positions within the Department and recommend candidates to the Mayor for such positions to be considered by the Mayor for appointment.

Such recommendation shall comply with the provisions of any applicable labor contract and with the Town Charter.

- Oversee the daily, non-emergency routines of the career staffing in cooperation with the Fire Chiefs.
- Coordination of vacations and other kinds of time off so that the best possible coverage can be maintained.
- Establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and office staff.
- Ability to communicate with the public in a helpful, friendly and professional manner.
- Conduct studies and analysis related to Ledyard emergency services as requested by the Mayor and the Town Council.
- Serve as the Director of Civil Preparedness and Emergency Management in accordance with Connecticut General Statutes.
- Performs related duties and responsibilities as assigned by the Mayor

*******The duties listed above are intended only as illustrative 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.*******

QUALIFICATIONS PROFILE

Knowledge, Skills & Ability

- Knowledge of modern fire prevention principles, procedures, techniques and equipment.
- Knowledge about self-contained breathing apparatus, radiation monitoring devices, heat protective clothing, and emergency communication technology.
- Fluent in English to speak, read and to understand written orders, to prepare reports, and be able to use the telephone and communicate necessary information. Ability to follow instructions in written, oral or diagrammatic form without continual direct supervision.

- Knowledge of the use of computer software products such as Microsoft Word, Excel and PowerPoint. Able to learn and utilize Fire and EMS reporting software products such as Fire House.
- Ability to enforce regulations with firmness and tact.
- Ability to prioritize, organize and perform work independently and to assume responsibility for the completion of routine duties.
- Ability to work independently, harmoniously, cooperatively, courteously and as part of a team with minimal supervision at all times.
- Ability to exercise judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

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Experience and Training

- High school graduate or its equivalent.
- A post-offer/pre-employment physical examination (within the past six months) which shall include a statement from an approved licensed physician certifying that the employee is capable of fulfilling the requirements of the job. Physical and psychological examinations, as may be required during employment. Pre-employment drug screening.
- Criminal background and driving record checks prior to employment.
- Means of transportation and phone.

PHYSICAL DEMANDS

Physical demands hereinafter listed are representative of those that must be met by an employee to perform successfully the essential functions of the job.

While performing the duties of this job the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; sit; climb stairs to various levels; use hands, fingers, wrist for repetitive motion; handle/feel objects; reach; drive; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, vibration, and/or precarious situations. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used.

~~Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Ability to maintain his/her composure with the public and coworkers.~~

LICENSE OR CERTIFICATE

- Valid Driver’s License
- State of Connecticut Fire Officer Certification.
- Emergency Medical Technician B (Defibrillation) Certification.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

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