



**Albany County Fire District #1
District Coordinator
Job Description**

**Salary Range
\$30,000-\$50,000
Benefits Available**

**Class Title: DISTRICT Coordinator
FLSA Status: EXEMPT
Reports To: ACFD1 BOARD CHAIRMAN**

**ORIGINAL DATE: March 21, 2022
LAST REVISION DATE: May 1, 2022
CURRENT REVISION DATE: August 17, 2022**

**PREPARED BY: ACFD1 Board
APPROVED BY: ACFD1 Board**

SUMMARY:

The following job description is established by the Albany County Fire District Board of the ACFD1 to outline the basic duties and responsibilities of the above captioned position. This position is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act. Under general supervision, coordinates, plans, organizes and directs non-emergency activities related to administrative liaison, training, fire suppression, structural safety, and rescue companies. Performs administrative functions, assisting Department Chiefs in the planning, implementation and training of District-wide programs involving personnel, budgetary proposals, equipment and apparatus.

ESSENTIAL FUNCTIONS:

- May serve as District Liaison as required by ACFD1 Board.
- Administrative duties such as training liaison to District and neighboring departments or districts, communications specialist, and EMA; data collecting and preparing for purpose of liability, grants and ISO or equivalent; grants navigator (encouraged to work with local grant writers) and follow-up documentation associated with grant award. Delegate Grant writing as appropriate.

ACFD1 District Coordinator (Continued)

- May respond to incidents to observe, support and make recommendations if necessary.
- Drives motor vehicles safely and lawfully in emergency and non-emergency situations.
- Make recommendations on equipment and other resources needed to provide District services and programs effectively and efficiently.
- Assists in the development of the District budget by providing appropriate data and reports. Manages all budgetary expenses for assigned areas of responsibility.
- Assists in and makes recommendations for the planning, implementation, training, and execution of District-wide programs.
- Develops, recommends, and support district policies, regulations, and guidelines.
- Maintains a thorough knowledge of state and local statutes, ordinances, standards, procedures, and trends relate to fire prevention, inspection, and suppression, and supports their implementation.
- Reviews, prepares, and recommends the use of a wide variety of related reports on personnel, training and operations of fire and emergency situations primarily through ER.com
- May conduct or supervise classroom training and field drills in firefighting, fire prevention, inspections, emergency medical and rescue techniques, and use of equipment and apparatus.
- Provides training supervision and certification for District firefighters as requested or needed, within the discretion and budget of ACFD1.
- Represents the ACFD1 at state, regional, or community events and meetings as required by the board.
- Demonstrates behavior that sets a positive example for personal accountability, integrity, and professionalism.
- Serves as liaison between incident personnel, state, federal agencies, departments and ACFD1.
- Ability to work nights, weekends, holidays as required by the board.
- Performs other duties as assigned by ACFD1 Board.

QUALIFICATIONS:

Education/Experience:

- Post-Secondary Education desirable.
- Volunteer and Career Fire Fighting experience in upper-level ranks in mid-to-large size fire department highly desirable
- Successfully complete minimum twenty (20) hours of approved Leadership/Management training annually, as determined by Albany County Fire District 1 Board.

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Knowledge, Skills, and Abilities:

- Knowledge of, and the ability to, enforce the policies, procedures, and goals of Albany County Fire District 1.
- Knowledge of the boundaries, streets, neighborhoods, and business areas within Albany County Fire District 1, including hydrant locations and water systems.
- Knowledge of federal, state, and local laws, statutes, and ordinances, related to fire prevention, inspection, and suppression.
- Knowledge of fire chemistry, building construction, and fire and building codes, and the ability to apply this knowledge to specific fire and emergency situations and inspection activities.
- Knowledge of fire sciences relating to firefighting, fire prevention, inspection, arson investigation and hazardous materials.
- Knowledge of, and the ability to, interpret, understand, and enforce fire and building codes.
- Knowledge of pump hydraulics and aerial placement and operation.
- Knowledge of, and the ability to, apply the Incident Command system used by Albany County Fire District 1.
- Knowledge of firefighting and emergency techniques, methods and procedures including medical skills, evolutions, etc.
- Skill in determining levels of staff, equipment, and other resources needed to provide departmental services and programs effectively and efficiently.
- Skill in managing and coordinating the day-to-day operations of a modern fire department, event coordination and an assigned shift.
- Skill in preparing, researching, and analyzing operational and management issues and preparing reports.
- Skill in evaluating firefighting personnel in all phases of firefighting and emergency activities, inspection procedures, etc.
- Skill in the safe and lawful operation of apparatus.
- Ability to supervise, direct and train employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare and review reports documenting the facts and actions regarding fire suppression, emergency, and inspection activities.
- Ability to use standard office equipment, personal computer and job-related computer applications including electronic mail.
- Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial, and technical issues.

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- Ability to perform strenuous physical labor efficiently and effectively in threatening and stressful situations.
- Ability to make decisions quickly and decisively and to communicate those decisions during emergency situations.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict and develop consensus.
- Ability to listen well and communicate effectively, orally and in writing, with various audiences.
- Ability to effectively represent the department in meetings with professional organizations, outside agencies, and the public.
- Ability to establish and maintain effective working relationships with fellow employees, the District Board, other agencies, the business community, the media, and the public.

Licensing/Certifications:

- Possess and maintain a valid Wyoming driver's license.
- Pass finger-print background check
- Possess and maintain NIMS 100, 200, 300, and 400 certifications through the Federal Emergency Management Agency.
- Preference for: Fire Officer1, Fire Officer 2, S130/190, Red Card or higher
- Grant writing skills and experience or equivalent
- Desirable EMT-B

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work Environment:

This job operates and requires ability perform duties in an office environment as well and field environment. Work is conducted both inside and outside with potential exposure to extreme weather conditions and high hazard situations. Exposure to extremes of heat, sun, water, temperature changes, noise and vibration, odors, grease/oils, toxic substances (such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalants or skin contact), smoke, fumes and gases, electrical energy, carcinogenic dusts (such as asbestos), poor ventilation, as well as to contagious diseases does occur.

Physically demanding work utilizes muscular strength and endurance, aerobic capacity, flexibility, equilibrium, and anaerobic power.

Physical Requirements:

Work requires the ability to move heavy items (50 lbs. and over). Work requires the necessity to be able to remain in a stationary position for long periods of time, as well as move, traverse, ascend/descend,

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maneuver areas in the office and field. Work also requires, ability to position oneself and move in small/hard to reach areas of the office and field. Work also requires, ability to move, transport, position, install, and remove/replace equipment, items, and any other tangible objects pertinent to the completion of duties.

Work requires that one be able to detect, determine, discern, distinguish, perceive, identify, recognize, judge, observe, inspect, estimate, assess, and compare any issues, circumstances, problems, occurrences and/or events that occur while on duty in the office and/or the field. Work also requires that individual be able to communicate, detect, converse, discern, discuss, and exchange information in a manner that accurately and timely furthers completion one's duties.

Applicant Must be able to meet physical requirements established by the ACFD1 (above). Applicant also must be able to operate in environments of high noise, poor visibility, limited mobility, slippery, and/or uneven walking surfaces, at heights and move within open, as well as confined spaces. Job requires eye-hand coordination to operate fire and rescue equipment. Must be able to work under pressure/stress in emergency and non-emergency situations, intermittent intense stress, and response factors.

EMPLOYER RIGHTS:

At Will Employer:

The Employee's employment will be at-will, as defined under applicable Wyoming law. ACFD #1 can terminate their employee's employment for any reason. If the Employee's employment terminates for any reason, the Employee shall not be entitled to any payments, benefits, damages, awards or compensation as is provided by the terms of their employment, or as may otherwise be available in accordance with ACFD #1's established employee plans and practices or pursuant to other agreements with ACFD #1.

Right to Modify:

ACFD #1 retains the right to modify the description, duties, or any other information contained herein. Further, ACFD #1 has the right to modify the duties of the employee (district coordinator) from time to time as it deems fit a proper. Lastly, ACFD #1 maintains the right to alter, amend, modify, or revoke this position, the terms duties and conditions contained herein, and/or the potential or continued employment of an applicant or employee to this position.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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