

Job Description-Director of Emergency Services

Nature of work: This is a responsible administrative and technical fire and ambulance work in direction of all employees and activities of the Bucksport Fire Department and Ambulance Service.

Employee of this class is responsible for the protection of lives and property in the town through the supervision of fire and ambulance functions. Work involves the efficient operation of the Bucksport Fire Department and Ambulance Service through the control of activities, the determination of departmental procedures, the planning of departmental work priorities and goals, the implementation of programs, and training assignment, and supervision of all departmental members. The Director consults with the Town Manager in determining plans and policies to be observed in the conduct of fire and ambulance operations and, except for general administrative direction, he works independently in supervising the Fire Department and Ambulance Service functions. Work is reviewed through discussion of problem and review of program results.

Essential Duties and Responsibilities: Formulates departmental policies, regulations, goals and program priorities to be followed by members of the Fire Department and Ambulance Service.

Directs the formulation of work methods and procedures to be followed by department members; inspects and appraises departmental activities and personnel, takes necessary steps in modifying fire and ambulance operations to meet changing conditions; oversees or directs the assigning of department personnel.

Prepares the departmental budget and oversees the control of expenditures.

Interviews applicants for appointment, conducts or participates in other phases of selection process, and recommends appointment to the Town Manager, and plans and directs fire and ambulance training activities.

Administers the collective bargaining agreement.

Plans and directs the development and maintenance of fire and ambulance records and statistics such as records of daily activities and events, including all calls, complaints, and files on all accident reports, employee and department training and equipment maintenance.

Cooperates with Federal, State, and other local departments in the apprehension of fires, search and rescue and medical emergencies.

Conducts and maintains effective public relations for the Department.

Prepares work schedules for full-time personnel.

Responsible for operation and maintenance of department equipment and building facilities.

Maintains adequate level of call personnel for both the ambulance service and fire department.

Responds to inquiries from members of the public in areas of fire prevention, code enforcement and inspections.

Directs and assists in departmental training.

Performs related work as required.

Requirements of work: Thorough knowledge of the principles, standards and practices of modern fire suppression and prevention, emergency medical care and search and rescue.

Ability to plan, lay out, and supervises the work of subordinates performing varied operations connected with fire suppression and prevention, emergency medical care and search and rescue.

Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to fire and ambulance activities, and to modify organizational procedures to meet changing conditions.

Knowledge of the principles and practices of personnel and labor relations administration.

Ability to establish and maintain effective working relationships with other municipals effaces, state and federal authorities and the general public.

Working knowledge of the municipal budgeting process; ability to develop and administer a budget.

Ability to provide effective leadership and to maintain harmonious relationships in the department.

Ability to prepare and present effectively oral and written information materials related to the activities of the Bucksport Fire Department.

Training and Experience Required: Thorough experience in modern fire suppression and emergency medical care which has afforded progressively responsible experience in a variety of fire fighting and emergency medical care functions, including supervisory fire and emergency medical care duties, graduation from high school or equivalent, Fire fighter II course and EMT Intermediate course supplemented by various courses in modern fire and emergency medical care administration; or any equivalent combination or experience and training.

Necessary Special Requirements: Must posses a valid motor vehicle operator's license. Must be available after hours to provide administrative and technical support when required.