



Department:	Fire
Supervisor:	Borough Manager
Prior Revision Date:	3.22.222
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Revision Made By:	DKT
Revision Reviewed & Approved by:	SG
Employment Status:	Mgmt. Team
Date Provided to Bargaining Unit	n/a

Petersburg Borough Job Description

Fire/EMS/SAR Director

Definition

Directs operations of the Fire Department, including the Emergency Medical Services and Search and Rescue branches of the Department, to ensure protection against loss of life and property from fire and other hazards, and to adequately respond to emergency situations. Works with the Volunteer Fire Chief, as outlined in Borough Code Chapter 3.32. Performs emergency assignments using the Incident Command System.

Supervision Received

Performs all duties under the supervision of the Borough Manager.

Supervision Exercised

Supervises the department's personnel and, in coordination with the Volunteer 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.)*

Responsible for the proper operation and maintenance of the fire stations and equipment.

In coordination with the Volunteer Fire Chief, 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.

In coordination with the Volunteer Fire Chief, prepare, review, implement and enforce policies and procedures necessary for the safe and efficient operation of the fire department. 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.

May operate and drive a wide variety of automotive firefighting equipment including pumpers, rescue equipment, tankers and ambulances.

Assures daily, weekly, and monthly equipment checks are conducted. Assures maintenance of fire apparatus, ambulances, boat harbor equipment and other fire department equipment, to ensure smooth working order.

May direct and oversee the providing of Fire Department services, including monitoring fire department operations, taking appropriate action, and resolving crisis situations.

Maintains proficiency and attends training programs as scheduled by the Borough Manager.

Provides orientation and training to volunteers. Checks the qualifications and abilities of fire fighters, EMTs, and SAR personnel to operate specialized equipment and perform fire department tasks.

Provides fire and emergency medical training to other organizations in the Borough as scheduling permits.

Prepares and administers the annual departmental budget and approves department expenditures in accordance with the Borough's purchasing policy.

Responds to fire and medical emergencies while on duty.

Provides tours of the fire stations as schedule permits.

Serves as emergency manager for Petersburg Borough.

Represents the Borough as it relates to emergency preparedness and the health and well-being of the community.

Attends and participates in appropriate public meetings.

Performs recordkeeping duties and required reporting to various state and federal agencies.

Performs other duties as assigned by the Borough Manager.

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 Petersburg Volunteer 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 department volunteers, Borough employees, Assembly, public, private, boards, commissions, committees, and other governmental agencies.

Working Conditions

Lifting of emergency equipment and other material normally not to 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 the Petersburg fire hydrant system and residence address system.

Skills in fire and EMS equipment operation, pre-hospital care, firefighting, and teaching techniques.

