

FIRE DISTRICT MANAGER

DEPARTMENT: Town of Owego Fire District
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 11/08; Revised 8/09, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for overseeing various operations of the Town of Owego Fire District. The incumbent is involved with supervising paid Emergency Medical Service (EMS) Technicians and developing District policies. The employee reports to and receives general direction from the District's Board of Commissioners. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises all paid EMS Technicians and ensure contract services are met and maintained by the efficient scheduling of staff;
- Tracks and manages current EMS budget year and assist with the preparation of future EMS budgets in a timely fashion;
- Tracks, manages, monitors, and reviews all payroll information, payments, and expenditures associated with EMS;
- Upon Board approval, creates, maintains, and enforces various human resource policies and procedures for District employees;
- Assists in the administration of the District's contracts and interacts with District vendors and recipients;
- Prepares various reports as requested by the Board and/or required by New York State;
- Assists with the creation, and upkeep of current Standard Operating Guidelines (SOGs) to comply with Local and State requirements;
- Acts as liaison between paid EMS staff and Fire Chiefs or volunteers within and outside the District's jurisdiction, including contract areas;
- Schedules and organizes the maintenance of the District's inventory of equipment and materials;
- Assists in the vehicle replacement process and may write specifications, bid proposals, and interface with vendors as needed;
- Coordinates staff training and maintains records according to Local and State requirements;
- Attends all Board meetings and provides various reports pertaining to District operations;
- Functions as a backup driver for the Town of Owego Fire District and Apalachin Fire Districts;
- Attends related seminars and trainings as requested by the District's Board;
- Attends other Commissioner meetings, specifically for contract areas as requested by the District's Board;
- Receipt, review and address the needs of incoming mail and correspondence;
- Attends and completes site surveys of location as requested by the District Board and any contracting Board;
- Responds timely to EMS calls for the District or any contracting entity and provides mutual aid (non-medical).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern fire fighting, fire prevention, equipment used, and emergency medical service methods; good knowledge of the laws, rules and regulations and of the

2. Fire District Manager

aims at purposes of the state fire mobilization and mutual aid plan and of the fire service; good knowledge of the geography and political subdivisions of the county; working knowledge of human resource practices; working knowledge of budgeting practices; ability to establish and maintain cordial working relationships with the State, County and Local officials and members of fire fighting forces; ability to maintain good community relations; working knowledge of automobile repair and related vehicles and equipment; ability to plan and supervise the work of others; ability to write; ability to speak in public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND:**

- (a) Three (3) years of satisfactory full-time experience in the field of fire fighting, fire prevention, and/or emergency medical services as either a paid employee of a fire department or as a member in good standing of a volunteer fire company or department fully organized under the laws of New York State; **AND** Two (2) years of full-time paid work experience in business, human resource, administration, or closely related field which involved the supervision of others; **OR**
- (b) An equivalent combination of training and experience within the limits of (a) to indicate the ability to perform the work involved.

SPECIAL NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle operator's license appropriate for the operation of District vehicles.