

## Coordinator of Public Safety Job Description October 3, 2019

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Duties include working for the Islesford Volunteer Fire Department (IVFD) Great Cranberry Island Volunteer Fire Department (GCIVFD), and the Cranberry Isles Rescue Service (CIRS)

Hours of work vary- no official office hours like Town Office. **Must be self-motivated.**

### Training:

\*Hold or obtain Maine EMS Emergency Medical Technician License

\*Hold or obtain Pro Board Firefighter I & II certification

**Administrative:** This list is not exhaustive, but demonstrates core functions

1. Write emails, make and take phone calls on cell phone in regard to public safety. Answer to the BOS, taxpayers, and volunteers.
2. Monthly meetings: prepare agenda, coordinate, and draft meeting notes
3. Write operational documents as mandated by the Maine Bureau of Labor Compliance Directive/ SOG's (Standard Operating Guidelines) and keep them up to date
4. Coordinating training (Yearly Mandatory's, Monthly, etc)
5. Maintain FD/EMS inspections and records up to date (Filing, training records, medical records, monthly inspections, annual inspections, etc.)
6. Coordinate monthly-required FD inspections and verify they are complete
7. Maintain fire department facilities:
  - a. Fuel, ensuring heat works at both departments
  - b. Fixing issues that arise at the departments; leaks, power issues, etc.
  - c. Undertaking improvement projects which could include septic upgrades, bay construction upgrades, painting, shingling maintenance.
  - d. Shoveling, emergency generator use
8. Track training required for keeping EMT's licenses current
9. Track expiration dates of equipment kept on both ambulances
10. Document inspection of medication with expirations on both ambulances
11. Develop annual operating budgets
12. Work with Town Clerk to keep track of spending
  - a. Assist Fire Chiefs to facilitate ordering equipment
  - b. Order equipment for the Ambulance
13. Undertake capital improvement projects
  - a. To include researching, recommending, budgeting, putting out to bid various construction projects to benefit public safety and ensuring they are properly built in a timely manner
14. Emergency Management- update the community on potential instances for power outages. Coordinate with EMERA, Maine to repair power issues as well as Consolidated Communications to repair phone issues.
15. Facilitate Public Education and community fundraisers.
16. Seek Grants

### Operational

1. Maintain ISO Class 9, and seek higher ISO status. Target 8 Water Class
2. Keep volunteers interested through training, recruit new volunteers for fire & EMS
3. Carry a radio and respond to calls within the Cranberry Isles

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### **Planning for TCI**

Additional thoughts:

The candidate must be able to perform the job functions necessary of a firefighter/ EMT. Physical work. The candidate must be able to lift over 50 pounds and be in good health to accomplish job tasks.

The candidate must be flexible and reliable. Able to work out of two offices.

The candidate must have reasonable technical skills in order to ensure important information is readily available. The previous Coordinator used Google Docs, DropBox, document scanners, Freeconferencecall.com, web cameras, various computers, etc. to accomplish job functions.