

Coordinator of Public Safety Job Description July 21, 2022

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 or Maine Bureau of Labor equivalency.

*Hold or obtain EVOC certificate to help drive apparatus.

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

1. Attend monthly Board of Selectmen's meetings.
2. Write emails, make and take phone calls on cell phone in regard to public safety. Answers to the BOS, taxpayers, and volunteers.
3. Monthly meetings: prepare agenda, coordinate, and draft meeting notes
4. Write operational documents as mandated by the Maine Bureau of Labor Compliance Directive/ SOG's (Standard Operating Guidelines) and keep them up to date.
5. Coordinate monthly-required FD inspections and verify they are complete.
6. Coordinate annual required FD inspections and verify they are complete.
7. Coordinating training (Yearly Mandatory Maine Bureau of Labor Training, Monthly, etc)
8. Maintain FD/EMS inspections and records up to date (Filing, training records, medical records, monthly inspections, annual inspections, etc.)
9. 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
10. Track training required for keeping EMT's licenses current
11. Track expiration dates of equipment kept on both ambulances
12. Document inspection of medication with expirations on both ambulances
13. Develop annual operating budgets
14. Work with Town Clerk to keep track of spending
 - a. Assist Fire Chiefs to facilitate ordering equipment
 - b. Order equipment for the Ambulances
15. 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
16. Emergency Management- update the community on potential instances for power outages. Coordinate with Versant to repair power issues as well as Consolidated Communications to repair phone issues.
17. Facilitate Public Education and community fundraisers.
18. 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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Additional thoughts:

Planning for TCI- Needs updating

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. Review of other firefighter/ EMT job postings may be necessary.

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 Microsoft Office, Google Docs, DropBox, document scanners, Zoom, web cameras, various computers, etc. to accomplish job functions.