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**Administrative Fire Fighter Job Description**

**City of Newport**

**Department:** Fire

**Status:** Full-Time

**Pay Classification:** Salary

**FLSA Designation:** Exempt Salary Based on Experience

This job description is being circulated internally to all City of Newport employees and volunteers with the Fire Department. Qualified candidates are encouraged to submit a City job application, cover letter and resume no later than January 1, 2025. The position will be filled by the most highly qualified applicant as soon as possible. In the event there is not an appropriately qualified internal candidate, the position will be advertised locally.

**Scope of Work:**

The Administrative Fire Fighter has significant leadership responsibility for managing the administration and basic functions of compliance of the Fire Department under the direction and supervision of the part-time Fire Chief. Additionally, the Administrative Fire Fighter serves as an immediate responder at their appropriate level of training for any incidents that take place during their regular, weekday hours and as a regular volunteer as they are able for Call Outs that occur off-hours. The Administrative Fire Fighter is approved by and serves at the pleasure of City Council.

**Duties and Responsibilities:**

The Administrative Fire Fighter works under the supervision and direction of the Fire Chief. They are responsible for overseeing the day-to-day administrative functions of the Department, assuring that all vehicles and equipment are appropriately maintained, all necessary paperwork for compliance is filed in a professional and timely manner, all aspects of managing payroll for volunteer stipends are in order, and trainings, special projects and meetings of the full Department are scheduled and communicated to Fire Fighters appropriately. During regular hours, the Administrative Fire Fighter will be among the first to respond to Emergency Calls.

The following is a list of the duties attributable to the position of Administrative Fire Fighter. This list is not all inclusive and may be amended from time to time by the City Council.

* Provide support to the Chief of the Department and complete tasks as assigned
* Maintain a regular, 40-hour per week schedule at the Station and act as primary point of contact for visitors, phone calls and emails
* Communicate to Department members through appropriate apps any relevant information or updates
* Respond to calls while on duty at the station according to the Administrative Fire Fighter’s level of training and rank
* Create and maintain a maintenance calendar and arrange all maintenance for apparatus and equipment
* Perform apparatus and equipment checks, maintain an inventory list for all apparatus and update the department regarding any changes of equipment and location.
* Perform station repair and maintenance as needed
* Enter all NFIRS reports as required
* Maintain quarterly time sheets for all fire department employees for approval and submission
* Maintain training records for all department members
* Work within department budget guidelines for all purchases under the direction of the Chief of Department
* Maintain and update all Knox Box keys
* Attend inspections with the State Fire Marshall as needed
* Work with the Training Officer to support any needed preparation for Department trainings
* Under the direction of the Chief of Department, create pre-plan documents for specific buildings and for the City of Newport as a whole
* Act as main point of contact and coordination for department related grant proposals and compliance
* Work with Dispatch to create a mutual aid response protocol for emergencies within the response area
* Perform any other duties as assigned and directed by the Chief of Department

**Knowledge, Skills &Abilities Required:**

This is considered an entry-level position. Preference will be given to applicants with firefighting experience. If an FFI certification is not already obtained, it will be mandatory that the Administrative Fire Fighter enroll in a Firefighter I program at the first opportunity when it is offered in Orleans County.

This position provides an opportunity to build skills and experience for a career as a professional fire fighter. The position requires a demonstrated ability to manage administrative functions that include:

* record-keeping,
* managing complicated schedules of equipment maintenance and department meetings,
* working well as part of a team
* responding to the needs of full department under the direction of the Chief,
* professional interactions with the public on a regular basis

**Minimum Qualifications Required:**

The applicant must have a high school diploma and demonstrate proficiency (or the ability to develop proficiency quickly) with basic computer software skills, including Microsoft Word or Google Docs, spreadsheets, email and visual presentations using tools like Power Point or Google Slides.

**Residency Requirements:**

The Administrative Fire Fighter is required to live in Newport or a nearby community that will allow the person to staff the Station in inclement weather and to allow timely response as a Department volunteer to Fire and Emergency Calls in the City of Newport or in surrounding communities for mutual aid.

**Working Conditions:**

* This is a forty-hour per week position that requires physical presence at the Station during work hours. The schedule for this position will be determined by the Chief of the Department.
* The Administrative Fire Fighter may occasionally be required to attend special meetings outside of their regular hours, in which case they will be expected to take an equal amount of comp time within the same week. There is no provision for over-time for this position.
* Any response to emergency calls or department trainings on evenings and weekends that the Administrative Fire Fighter makes outside of their regular hours will be in their role as a volunteer with the department and will be compensated at the same rate as other volunteers with the same rank, experience and training.

**Disclaimer:**

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change. The job description is intended to describe the general nature and level of work being performed by employees assigned to this position. It is not intended to be construed as an exhaustive list of al responsibilities, duties, skills, and behaviors of employees in the position. It is not an employment agreement or contract. The City of Newport has the exclusive right to alter this job description at any time without notice.

The City of Newport is an Equal Opportunity Employer and does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, or any other protected status under state or federal law. In compliance with the Americans with Disabilities Act, the City of Newport will provide reasonable accommodations to qualified individuals with disabilities.