



## **CITY OF SAINT PAUL**

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### **JOB ANNOUNCEMENT**

#### **POSITION TITLE AND DEPARTMENT/DIVISION:**

EMS/Fire/SAR/Emergency Management Coordinator with the Department of Public Safety

#### **POSITION LOCATION:**

St. Paul Island, Alaska.

#### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time; Hours may vary.

#### **JOB SUMMARY:**

The EMS/Fire/SAR/Emergency Management Coordinator position is responsible for:

- Training of the EMS volunteers, including training, support, and supervision of all EMS operations.
- Responding to EMS calls for service 24/7 (including nights, weekends, and holidays).
- Inventorying, operating, and maintaining EMS/Fire/SAR supplies and equipment.
- Developing an effective emergency program and serves as the key leader in planning, coordination of operations, community liaison to build the emergency program, and supporter of mitigation efforts.
- Coordinating all the components of the emergency management system in the jurisdiction. These components consist of fire and police, emergency medical service, public works, volunteers, and other groups contributing to the management of emergencies. The fire, police, and other emergency service agencies are independent. They have their own mandates; they have their own responsibilities to fulfill. In emergencies, all of these groups work together for the common goal.
- Maintaining private sector interest in the emergency program. Emergency partners in the private sector range from businesses and industry to civic organizations and individuals.

This position works under the direct supervision of the Director of Public Safety and may take functional direction from City Manager. This is considered a mid-level position where work is performed according to established policies, procedures, and/or protocols with little variance from those procedures.

The position involves frequent contact with division, department, and City employees and the general public. Close attention to the safety of the work environment is required. This position must present a neat business like and wear department issued uniform.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **EMS/Fire/SAR Coordinator**

1. In coordination with the Director of Public Safety, recruit, train, and maintain readiness of Emergency Medical Service (EMS) volunteers.
2. In coordination with the Director of Public Safety and Fire Chief, recruit, train, and maintain readiness of volunteer firefighters and search and rescue (SAR) personnel.
3. Plan, develop, direct, and evaluate City-wide emergency medical services responses programs.
4. Respond to all EMS, fire, medevac, and rescue calls, and provide medical care and treatment at the level of certification in emergent and non-emergent settings.
5. Communicate and coordinate with other DPS personnel and medical professionals, including but not limited to) CSP Director of Public Safety Saint Paul Police Officers, St. Paul Island Volunteer Fire Department Officers, St. Paul Health Center staff, and other outside agencies deem appropriate.
6. Coordinate and teach continuing education programs for EMS/Fire/SAR personnel.
7. Prepare appropriate grant applications and administer grants.

8. Develop and maintain appropriate service data and prepares analysis and recommendations for program funding and planning.
9. Maintain EMS records, including personnel records, certifications, patient care reports, ambulance billing records, and equipment inventories.
10. Maintain Fire/SAR records, including fire reports, SAR incident reports, personnel records, certifications, and equipment inventories.
11. Develop, maintain and review annually EMS/Fire/SAR Standard Operating Guidelines.
12. Assist with developing and managing annual budget for EMS/Fire/SAR operations.
13. Supervise volunteer EMS personnel.
14. Plan, develop, direct, and evaluate City-wide emergency responses programs.
15. Supervises, coordinates, and maintains the daily operations City emergency management programs.
16. Develop and maintain the Emergency Operations Center (EOC) in a continuous state of readiness.
17. Maintains coordination with local and state governmental departments and agencies, utilities and industry during any type of emergency.
18. Prepare and revise the community Emergency Operations Plan (EOP); and mitigation, recovery, and preparedness plans.
19. Reviews and makes recommendations to businesses, industry, hospital, and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of the local and state plans.
20. Develops and coordinates mutual aid agreements with other agencies.
21. Assist with developing and managing annual budget for emergency management programs.
22. Organizes and coordinates local emergency management training for public safety and volunteer first responders.
23. Prepares scenarios and procedures and coordinates training for local government officials, industry, utilities, and volunteers in conjunction with the exercising of emergency plans.
24. Through newsletter articles, radio, Facebook, Instagram and other media, makes the public aware of the emergency plans and procedures that are in place and the public's part in making these plans and procedures work.
25. Working with the Red Cross, ensure that adequate facilities are available to shelter citizens should the need arise.
26. On a 24-hour basis, responds to hazardous material incidents, bomb threats, severe weather alerts, and other natural or man-made emergencies.
27. Manages the operations of the Local Emergency Planning Committee (LEPC) and answers citizen inquiries concerning hazardous materials.
28. Interprets and applies all federal and state directives that apply to emergency management and departments supporting EMA.
29. Answers inquiries from citizens concerning emergency plans and procedures.
30. Performs other activities as required or as directed by the Director of Public Safety, City Manager or designee.

#### **QUALIFICATIONS:**

1. Must be at least twenty-one (21) years of age.
2. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
4. Must be a team player.
5. Must be able to communicate effectively, orally and in writing.
6. Ability to adapt to varying work sites and tasks.
7. Knowledge of or ability to learn relevant codes and safety regulations.
8. Ability to perform simple mathematical calculations.
9. Ability to lift and carry an excess of 100 pounds.
10. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.

11. Use computer and related software applications.
12. No felony convictions or disqualifying criminal history.
13. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.
14. Must be comfortable traveling by airplane, helicopter, boat, ATV, snowmachine, and/or any other means necessary to reach an emergency scene.
15. Possess a current Emergency Trauma Technician (ETT) certification.
16. Possess BLS/CPR certification.
17. Possess an Emergency Medical Technician (EMT) I certification, or have the ability to obtain within one (1) year of hire.
18. Possess an Emergency Medical Technician (EMT) II certification, or have the ability to obtain within two (2) years of hire.
19. State of Alaska EMT Instructor, or ability to obtain within two (2) years of hire.
20. Possess FEMA ICS 100, 200, 700, 800 certificates.
21. Possess FEMA ICS 300, or have the ability to obtain within one (1) year of hire.
22. Emergency management trainings, preferred.
23. Previous EMS teaching and leadership experience.
24. Firefighter I certification, preferred.
25. Hazardous Material Awareness, Technician, or Operations certification, preferred.
26. Additional fire certifications, including NFPA Driver/Operator, Pumper/Operator, Fire Officer, Fire Instructor, or others, preferred.
27. Other certificates, licenses, and registrations deemed appropriate or required for the various EMS/Fire/SAR/Emergency Management functions.
28. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

**WAGE AND BENEFITS:**

The wage for this position ranges from \$19.63 to \$26.86 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to St. Paul Island will be provided. Housing accommodations will be made available residential rates.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

*Posted December 4, 2017.*