

Job Title: Public Safety Administrator
Department: Public Safety
Reports to: Board of Selectmen

General Purpose:

The Public Safety Administrator provides administrative direction and leadership for all Shapleigh Fire & Rescue functions, operations and personnel through the supervision of staff and a review of their activities. Responsibilities include but are not limited to: reviewing the general operation of the departments to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing and implementing policies and procedures; and providing policy guidance. In addition, the Public Safety Administrator is responsible, through study and consultation, for developing recommendations for the protection of life within the Town of Shapleigh. The Public Safety Administrator will perform other related duties as required.

Key Tasks and Responsibilities:

- Must handle all membership applications and affiliated procedures.
- Shall appoint officers to handle functions within the department.
- Responsible for conducting meetings of the organization according to the By-laws and accepted parliamentary procedure (Robert's Rule of Order).
- Responsible for signing all correspondence dealing with affairs of the organization or to delegate said responsibilities to other appointed officers.
- Responsible for calling special meetings whenever necessary.
- Shall have full command of the Shapleigh Fire & Rescue Departments and to supervise their training and functions.
- Shall be available to meet with all committees when requested or send a designee in their place.
- Shall be available to attend one monthly meeting with the Town of Shapleigh Board of Selectmen or by request.
- Shall administer disciplinary process as needed, as outlined within the Town's Personnel Policy.
- Establishes and maintains effective working relationships with staff, town officials, community organizations, other departments, other agencies, city departments, and the general public.
- Makes effective verbal and written presentations. Speaks before public groups on the plans, programs and goals of the Shapleigh Fire & Rescue Departments.
- Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies and handling complaints.
- Advises town management and the Board of Selectmen of Shapleigh Fire & Rescue Departments progress.
- Formulates policies, programs and procedures for EMS Operations, along with the Assistant Chiefs.
- Manages the billing process of EMS transports. Works with the approved Medical Reimbursement Company for billing records.

- Works with the Training Division in the planning and development of Advanced (ALS) and Basic (BLS) Life Support level EMS training for all Fire Department staff. Monitors CORE EMS training and educational topics. Coordinates with ALS Training Officer for outside special educational opportunities to be presented to staff. Develops a BLS program for mentoring new paramedics.
- Writes ambulance unit specifications, establishes a bidder list and directs the bid process. Works with the selected bidder to assure delivery of the specified ambulance unit with the financial parameters established.
- Conducts continuous analysis of vehicle and staff assignments and scheduling for improved efficiency and effectiveness. Conducts field surveys to evaluate operations and recommends changes.
- Responds to emergency situations in the role of Public Safety Administrator.
- Manages EMS Special Events to include coverage, billing, equipment, plan development and operational function.
- Initiates and maintains a Quality Assurance/Quality Improvement program and monitors the outcomes to facilitate operational changes and focus future training priorities.
- Monitors the national Fire/EMS media to determine industry trends, new technologies and emerging issues. Researches market conditions in local, regional and national areas to determine trends.
- Reviews and analyzes reports, such as revenue and performance records, to secure information for recommended changes. Reviews cost statements to locate excessive expenses and develops plans, policies and budgets.
- Establishes research methodology and design formats for data gathering, such as surveys, opinion polls or questionnaires.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, residents, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- You will be responsible for maintaining all personnel files in connection with the State of Maine Department of Labor.
- Keeps accurate medical files.
- Must comply with Shapleigh Fire and Rescue By-Laws and mandatories in conjunction with Maine BLS.
- Performs other duties as needed.

Education and Training:

- Must possess a Maine Emergency Medical Technician certification.
- Must be a minimum of Board-Certified Firefighter Level 2.
- Must be EVOC and AVOC Certified.
- Must be certified on Pumps.
- Must be able to pass a Random Drug Screen/Background Check and Driving Record.

- Must possess a valid Maine driver's license and obtain an insurable driving record.
- Minimum of four years of emergency medical services experience.
- Minimum of four years of fire service experience.
- Must have good interpersonal skills.
- Must have a minimum of two years direct supervisory experience.
- Must be able to effectively communicate both in writing and orally.
- Must live within 30 minutes of the Public Safety Building.
- NIMS 100, 200, 300, 400, 700, 800 certified.

Skills:

- Effective oral and written communication skills.
- Effective listening skills.
- Reading skills.
- Analytical skills.
- Memory skills.
- Lawful interviewing skills.
- Knowledge of employee recruitment and selection processes.
- Organization, presentation, and facilitation skills.
- Knowledge of budget preparation and sound financial principles.
- Leadership skills.
- Must be proficient with all Fire and Rescue Equipment.
- Ability to work independently.
- Must be proficient in the use of word-processing, spreadsheet and presentation software, with preference for proficiency with Microsoft Office Suite or products including Word, Excel, Access, PowerPoint, Outlook and PeopleSoft.

Mental Requirements:

- Thorough knowledge of the geographical layout of the Town of Shapleigh.
- Thorough knowledge of Shapleigh Fire & Rescue Departments By-laws, SOG's as well as Town of Shapleigh Policies.
- Ability to visualize and analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
- Ability to establish and maintain effective working relationships with the Town of Shapleigh officials, as well as mutual aid departments.
- Prepares and submits monthly reports to the Board of Selectmen regarding the department's activities and prepares a variety of other reports including the annual report of activities.
- Considerable knowledge of the principles of management and organization.
- Knowledge of research techniques, methods and procedures and the ability to analyze and interpret data and submit reports upon analysis.
- Thorough knowledge of emergency medical services treatments and techniques.
- Thorough knowledge of fire extinguishment techniques.
- Thorough knowledge of emergency medical practices, operations, current training methods and policies.

- Thorough knowledge of fire service practices, operations, current training methods, and policies.
- Plans for and reviews specifications for new or replacement equipment.
- Ability to plan, assign and direct the work of a number of subordinate operating units and to direct the work of subordinate employees under emergency situations.
- Ability to read and comprehend.
- Ability to work on several projects simultaneously.
- Diplomacy and judgment.
- Alpha and numerical recognition.
- Ability to recognize and protect confidential information.
- Ability to learn and understand PC software applications.
- Abstract and logical reasoning.
- Ability to train and guide others.

Physical Requirements:

- Ability to lift and/or move objects up to 50 pounds.
- Close vision and the ability to adjust focus.
- Ability to walk, use hand to finger motions, handle or feel objects, tools or controls, and reach with hands and arms.
- Ability to sit, talk and hear.
- Ability to work in intense life threatening conditions.
- Exposure to extreme temperatures and adverse weather conditions.
- Exposure to danger of electrical shock and vibration, fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic, natural and man-made disasters; and hazardous materials incidents.
- Ability to function properly in mentally stressful conditions.
- Ability to operate facsimile machines, copy machines, paging systems and calculators.
- Hand and eye coordination adequate to input computer and operate videotape and other electronic equipment.
- Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
- Ability to speak to an individual or group for an extended period of time.
- Ability to attend/conduct meetings and be attentive for extended periods of time.
- Ability to make and receive telephone calls.
- Ability to speak clearly.
- Ability to hear clearly and distinctly.

Sensory:

- **Vision:** Must be able to continuously pass a Maine driver's license vision test, read small print and adjust focus.
- **Hearing:** Must be able to frequently receive verbal instructions, answer a telephone and communicate with others with some background noise.

Cognitive:

- **Concentration:** Must be able to continuously concentrate on fine details with frequent interruption.
- **Attention Span:** Must be able to frequently attend to tasks.
- **Conceptualization:** Must be able to continuously understand and relate ideas and remain actively engaged in the provision of high-quality patient care.
- **Memory:** Must be able to continuously remember multiple verbal and written tasks/assignments over long periods of time.

Working Environment:

- Work is performed primarily in an emergency vehicle, hospital, home, on active fire scenes, active car accident scenes, on the side of the road, nursing home, or any other static or dynamic environment.
- Exposure to dust and debris.
- Exposure to all seasons of weather.
- Noise level is usually moderate.
- Exposure to hazardous situations.

Equipment Used:

- Telephones (including portable)
- Portable Radio
- Copier
- Computer
- Printer
- Fax Machine
- Automobile
- AV Equipment
- EMS Training Equipment
- EMS Medical Equipment
- Fire Extinguishers
- Fire Equipment/Pump Operator
- Other Duties as needed

Michael S. Perro, Chairman

Jennifer J. Roux

Scott E. Cudworth
BOARD OF SELECTMEN

Warrant Article Approved: _____
Date

7/24/2019

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