



Fire Department Administrator/Emergency Manager/ Fire and Life Safety Officer

General Purpose:

Performs a variety of professional, administrative, and technical duties in managing the day-to-day operations of the Town of Wheatland Fire Department (**only**). This position oversees administrative support, fire and life safety inspections, fire code enforcement, training coordination, and emergency coordinator planning. The position also serves as the Town's Emergency Coordinator and Fire and Life safety, ensuring compliance with applicable codes, ordinances, and safety regulations.

Supervision Received:

This position will be under the general supervision of the Clerk/Treasurer, Fire Chief, and Mayor.

Essential Functions:

Administrative & Operational Support

- Provides day-to-day administrative support to Fire Department leadership to ensure effective and efficient operations.
- Develops and maintains department budgets, financial reports, and recordkeeping systems.
- Coordinates with Town officials, vendors, and the public regarding Fire Department activities, training, and maintenance needs.
- Manages equipment and vehicle maintenance schedules and maintains accurate inventory of fire department assets.

Fire & Life Safety / Code Enforcement

- Serves as the Town's Fire and Life Safety; enforces municipal fire codes, ordinances, and safety regulations.
- Reviews construction plans for compliance with adopted fire codes and standards.
- Conduct system inspections for new fire suppression and alarm systems.
- Performs annual fire and life safety inspections for preschools, daycares, and commercial facilities.
- Investigates reports of unsafe fire safety systems or ordinance violations and ensures timely correction.
- Responds to citizen complaints regarding Town ordinances or code compliance related to fire safety.
- Maintains inspection and enforcement records and prepares compliance reports.

Emergency Coordinator

- Develops, updates, and administers the Town's Emergency Operations Plan (EOP) and Hazard Mitigation Plan.
- Coordinates with local, county, and state emergency management agencies to align emergency preparedness efforts.
- Assist in organizing emergency drills, training sessions, and response exercises.

- Serves as the Town's point of contact during declared emergencies, providing coordination and communication support.

Training & Public Education

- Coordinates fire prevention and safety training for volunteers, staff, and the public.
- Plans and implements educational outreach programs (e.g., Fire Prevention Week, community drills, and school visits).
- Develops and distributes fire safety materials and conduct presentations for civic and school groups.

Additional Responsibilities

- May respond to emergency incidents in a support or administrative capacity but shall not engage in active fire suppression while on duty.
 - Must follow all Town policies regarding employee participation in the volunteer fire department.
 - Performs related duties as assigned.
-

Minimum Qualifications

Education & Experience

- Graduation from high school or GED equivalent required.
- Minimum of three (3) years of experience in fire service administration, emergency management, or related field.
- Associate's or bachelor's degree in Fire Science, Emergency Management, Public Administration, or related discipline preferred;
- Equivalent combination of education and experience may be considered.

Knowledge, Skills, and Abilities

- Considerable knowledge of fire prevention, fire codes, and emergency management principles.
- Understanding of laws, ordinances, and safety regulations related to fire and emergency operations.
- Proficiency in grant writing, budgeting, and recordkeeping.
- Strong organizational and communication skills; ability to establish effective working relationships with Town officials, volunteers, and the public.
- Ability to analyze problems, identify solutions, and implement effective procedures.
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations.

Special Requirements

- Must possess and maintain a valid Wyoming driver's license (Class B CDL preferred).
- Must obtain state required certification for Fire and life safety within six (6) months of hire.

All employees, for the first six months of their employment, will be on probationary status. The probationary period may be extended at the discretion of the Clerk/Treasurer, Fire Chief, and Mayor.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create employment compensation or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed and accepted the above job description.

Signature

Date