

DISTRICT MANAGER

Code No. 4-18-354
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a Fire District responsible for coordinating record maintenance, fire preplan inspections, and repairs and maintenance of buildings and equipment. The Manager acts as an emergency medical technician and/or emergency service vehicle operator when assigned personnel are not available. This is a staff position and supervision is not exercised over firefighting personnel. The employee reports directly to and works under the general supervision of the Board of Fire Commissioners. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Maintains all fire reports, personnel information, inventory and address and business information on a computerized information system;

Conducts daily check of all emergency medical service and lifesaving equipment for proper functioning and compliance with applicable standards;

Conducts fire preplan inspections of businesses and residences;

Reviews commercial site preplans of businesses for fire safety compliance;

Acts as Infectious Disease and Medical Control Officer for the District in order to comply with the Occupational Safety and Health Administration (OSHA) regulations;

Oversees the maintenance and repair of buildings and equipment in the district;

Purchases uniforms and equipment for the district;

Ensures proper maintenance and repairs are conducted on district breathing apparatus and related equipment to comply with OSHA requirements and maintains related records;

Responds as an Emergency Medical Technician or operates an emergency service vehicle when assigned personnel are not available.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the New York State Uniform Fire Prevention and Building Code regulations and their application; good knowledge of fire and building codes for public buildings and residences; good knowledge of OSHA regulations as related to Fire Districts; good knowledge of the proper operation and maintenance of emergency medical service and lifesaving equipment including breathing apparatus used by district personnel; data base management skills; organizational skills; ability to maintain records and prepare reports; ability to review site plans and conduct preplan inspections; ability to serve as an emergency medical service technician in the absence of assigned personnel; ability to coordinate maintenance and repair activities for district owned buildings and equipment; ability to operate an emergency service vehicle in the absence of assigned personnel; ability to communicate orally; ability to

establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Five (5) years paid full-time or its part-time/volunteer equivalent experience as a building code enforcement officer, firefighter, fire investigator, fire inspector, or emergency medical technician; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of a New York State class *5* driver's license at time of appointment, and,
2. Completion of the New York State Basic Code Enforcement Training Course at time of appointment, and,
3. Current certification as a Basic Emergency Medical Technician by the New York State Health Department or out-of-state equivalent at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 19, 1992