

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL/SPECIAL DISTRICTS
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: FIRE DISTRICT MANAGER

TITLE #: 1900

DISTINGUISHING FEATURES OF THE CLASS: This work involves managing the administrative functions of a fire district. The incumbent participates in the preparation of various contracts, reports, grants, and is responsible for helping the Board of Fire Commissioners with the day-to-day operations. Work is performed under the general supervision of the Chairman of the Board of Fire Commissioners. The incumbent of this position does not supervise firefighting personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Chief Officers in the review and preparation of fire alarm reports;

Assisting the Board of Fire Commissioners in the supervision of district personnel;

Assists chief officers and Board of Fire Commissioners in preparation of proposals, specifications, grants, or obtaining quotes for purchases or leases of apparatus, equipment, and supplies;

Assists in the administration of the district's contracts and corresponds with vendors and recipients;

Prepares various reports as requested by the Board and/or required by New York State;

Assists with the creation and upkeep of current Standard Operating Guidelines (SOGs) to comply with local and state requirements, including maintenance of rules and regulations;

Schedules and organizes the fire maintenance of the district's inventory of equipment and materials;

Assists in the vehicle replacement process and may write specifications, bid proposals, and interface with vendors as needed;

Attends all Board meetings and provides various reports pertaining to the district's operations;

Attends various seminars and training as required by the Board;

Writes grant applications;

Reviews purchase orders and tracks receipts of items ordered;

Reviews building plans and advises the Board of Fire Commissioners in writing of the determination of compliance;

Schedules with the Chief's office annual testing for ground ladders, aerials, hose, pumps, scott paks, fire extinguishers, and other related equipment;

Works with the Chief's office and Board in scheduling annual OSHA physicals;

CLASS TITLE: Fire District Manager (continued)

TITLE #: 1900

Monitors all contracts for compliance and keeps all Certificate of Insurance valid, such as but not limited to landscaping, snowplowing, cleaning of facilities;

Communicates with volunteers on membership issues;

Maintains security cameras and research tapes regarding security issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge and operation of a volunteer fire department; Good knowledge of fire management computer programs and basic office software and the ability to effectively use computer applications such as spreadsheets, word processing, email, and database software; knowledge of fire alarm reporting and procedures; Maintains knowledge of plan review and code enforcement; ability to operate a wide variety of office equipment; ability to understand and explain the operation of a wide variety of firefighting equipment; ability to drive any district apparatus; maintain an effective working relationship with the Board of Fire Commissioners, volunteer fire personnel, district employees and the public; ability to read and write; willingness to perform routine cleaning and other manual tasks; mechanical aptitude; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as a paid or volunteer firefighter and either:

- (A) Two (2) years of full-time work experience in business administration, public administration, financial management or a closely related field; OR
- (B) Two (2) years paid firefighting with a Local, State or Federal Fire Agency, which shall have been in an administrative rank.

SPECIAL REQUIREMENT: At time of appointment, may be required to possess and maintain a valid driver's license in a class determined to be appropriate by the appointing authority.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 04/24/2023