

PUBLIC NOTICE
CITY OF LANDER
REQUEST FOR PROPOSALS FOR
FIRE ADMINISTRATOR

The City of Lander is accepting proposals for a Fire Administrator for the Lander Fire Department. Proposals should include a base amount per month.

Specifications may be picked up at City Hall, 240 Lincoln, Lander, WY 82520.

Proposals must be clearly marked "Fire Administrator". Proposals must be received by Tami Hitshe, City Clerk, City of Lander, by 5:00 p.m., Tuesday, May 4, 2021. Proposals can be emailed to thitshe@landerwyoming.org or mailed to City Clerk, 240 Lincoln Street, Lander WY 82520.

The City of Lander reserves the right to waive any or all informalities in the bidding process. The City of Lander reserves the right to accept or reject any or all bids and to accept the bid(s) which is deemed to be in the best interests of the City of Lander, all by State Statutes.

The City of Lander is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

The City of Lander does not discriminate based on handicapped status in the admission or access to, or treatment or employment in, its programs or activities. The City of Lander has an employee designated to coordinate compliance with the nondiscrimination requirements contained in Section 504 of the ADA regulations.



CITY OF LANDER

FIRE ADMINISTRATOR DUTIES

Contractor will work out of the Lander Fire Department building and perform all duties of Fire Administrator in a manner and at the times that deemed prudent, which shall include, but not limited to, the following.

GENERAL PURPOSE

Performs a variety of professional, administrative, and technical duties related to managing the day-to-day operations of the city fire department including finances, budgeting, training, education, vehicle, and building maintenance, record keeping, public relations, and fire prevention services and programs. Acts as city Fire Marshal.

SUPERVISION RECEIVED

Works under the general guidance and direction of the LVFD Fire Chief & Mayor.

SUPERVISION EXERCISED

Provides close to general supervision to clerical and support staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

Provides ongoing day-to-day support to Fire Department Officers to ensure effective performance of functions and fulfill obligations; identifies current and future department needs; works with the Fire Chief, city program managers, Mayor, and City Council to coordinate fire issues with city's goals and objectives; maintain fire equipment; works daily with the public.

Assists with the planning, directing, and administering fire prevention and suppression programs of the city; develops city policy into action plans and strategies; assists in determining essential resources needed to achieve program objectives and recommendation of equipment and material acquisitions.

Works with the Chief to prepare and administer department budget; monitors expenditures to assure conformity to established fiscal constraints; Assists with the preparation and writing of reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety.

May review site plans, building specifications and prints to assess compliance with fire safety codes and standards; participates as member of state and local committees, i.e., flood plain management, safety committee, emergency management, homeland security, etc.

Works with the Fire Chief to coordinate department operations, establish policies, rules, and regulations as deemed necessary and expedient for suppression operations and prevention

programs; assigns and evaluates work; disciplines personnel when necessary; supervises departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling.

Assist with the coordination and participates in interviewing, screening, and hiring of new volunteer members; participates in the planning and implementation of fire drills; attends department meetings; updates and informs personnel of new policy changes or procedures.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

May direct firefighters in the performance of their duties; May be asked to assist in emergency operations with onsite safety, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property.

May be tasked to conduct public meetings or issue public notices to inform citizens of fire hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property; may make presentations to schools and civic groups; develops and maintains good public relations with the community; works closely and effectively with Building Inspector and local emergency management response agencies.

Oversees fire stations maintenance and general upkeep; assures upkeep and functional operation of all equipment, PPE, and firefighting apparatus; inspects, tests, conducts inventory & evaluations of equipment; schedules annual equipment tests to ensure compliance and proper working order; assures department readiness to deliver an efficient and effective response to emergencies; maintains department records; prepares and submits worker compensation report and incident reports.

Coordinates with water department in the planning of water lines, reservoir system and installation of hydrants; coordinates the repair or replacement of hydrants; maintain current location map of hydrant system showing flows, valves, etc.

May oversee and issue burning permits; conducts site reviews to confirm compliance with burn regulations and ordinances; advises citizens regarding safety methods and precautions related to open burning.

Performs a variety of administrative functions related to managing assigned operations including developing goals and objectives, recommending, and implementing policies and procedures; preparing and recommending annual budget and managing the expenditure of authorized funds; makes decisions affecting the use and allocation of city resources essential to carrying out programs related to emergency management, risk and safety, homeland security, ADA compliance and water rights management.

Assists with the administration of the civil preparedness program; writes, edits, and updates City Emergency Operations Plan (EOP) and Hazard Analysis; coordinates document preparation with neighboring entities and industry.

Responds to calls for the identification, packaging, and transportation of unidentified materials on city property; administers basic testing to determine characteristics of unidentified materials, coordinates transportation and storage of unidentified materials and disposal of hazardous waste.

Operate and directs citywide emergency response center during exercises or manmade and acts of God incidents; assures community compliance with guidelines and regulations established by SARA, BHS, LEPC, FEMA and related state and federal agencies.

Receives and reviews various federal and state publications targeting emergency preparedness programs; assesses applicability of information for incorporation into city emergency response programs.

Assists the Fire Chief with the development, preparation, and upkeep of emergency operations plans; directs, coordinates, and provides technical assistance to annex organizations in the development and certification of emergency response/management plans; monitors changes in law and assures compliance and conformity of established emergency plans; prepares and submits various state and federal reports.

Develops periodic exercises to simulate various types of emergency and terrorism situations to test and refine concepts and plans consistent with EOP; coordinates participation by cities, county, and various emergency response agencies, including state police, county sheriff, city police departments, state and county highway departments and other private organizations.

Provides for public and agency training; recruits and trains volunteers (coordinators, LEPC staff members, and First Responders); organizes seminars and workshops designed to update and educate agencies and potential victims regarding practices and procedures to avoid or minimize impact of emergency situations, such as hazardous waste spills, industrial chemical accidents, natural disasters, etc.

Perform the necessary snowplowing at the fire hall, city hall, Lander Senior Center and Lander Community Center utilizing equipment provided by the City of Lander

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training related to fire operations and administration.

AND

B. Five (5) years of progressively responsible experience performing above or related duties.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws, ordinances, codes, and regulations affecting goals, objectives, and department operation; Intermediate computer skills; principles and practices of fire prevention and suppression; maintenance requirements and practices of

firefighting equipment and apparatus; departmental rules, policies, and regulations; city geography; emergency medical practices and procedures. Working knowledge of principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management, and motivation; firefighting techniques and equipment.

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Direct and supervise various levels of professional fire fighters; evaluate performance without partiality; Communicate effectively verbally, and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates, and the public.

3. Special Qualifications:

Must possess and maintain a valid Class B driver's license with required endorsements or CDL. Must possess Fire Fighter 1 Certification and complete Fire Fighter 2 Certification within 2 years

Must be or become certified in CPR. May be required to become SARA, Title III Certified (HAZMAT).

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel may be expected in the normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem-solving. Continuous use of motor skills.