

POSITION OPENING

SAFETY ASSISTANT

Part-time: 12-14 hours per week
Pay: \$12.11 per hour
Reports to: City Manager

Apply to: City of Seldovia, P.O. Drawer B, Seldovia, AK 99663
City Application Required. (Available at the City office)
Call 234-7643 for further information

Application Deadline: June 23, 2010, 5:00pm

Duties:

- Assist the City Manager and City Treasurer in the preparation of the City Fire Department budget.
- Prepare and submit to the City Manager and City Council monthly activity reports
- Perform required record keeping for training, personnel files for volunteer personnel, maintenance records, radio license, and vehicle registration records.
- Present fire prevention classes to the school and others as needed.
- Publicize forestry burn orders, fire prevention education information, and other public notices.
- Insure compliance with state and federal laws and regulations, maintain records to continue status as a registered fire department with the State of Alaska Fire Marshal, and submit ANFIRS reports and other required reports to State Fire Marshal's Office.
- Tracks and maintains records of certifications and training hours for EMT's.
- Purchase and maintain firefighting supplies and equipment.
- Track equipment that is signed out to responders, and dispatch radios
- Performs Level 1 Fire Extinguisher inspections after successfully obtaining Level 1 certification from State of Alaska
- Takes the lead in recruitment and retention and training opportunities
- Other duties as assigned by the City Manager.

Required Qualifications:

- High School Diploma or equivalent.
- Working with volunteers and the public
- Possession of an Alaska Driver's license.

Preferred Qualifications:

- Accounting and bookkeeper knowledge
- Experience with MS Word, MS Publisher, and Excel.

Physical Requirements:

- Requires sitting for various periods of time, mixed with bending and reaching.
- Ability to go up and down ladders.
- Ability to lift 40 pound