

Job Title: Fire and Emergency Services Equipment Manager

Location: Town of Cranberry Isles

Department: Fire Department and Emergency Medical Services (EMS)

Reports to: Cranberry Isles Fire Chief

Position Overview:

The Fire and Emergency Services Manager plays a critical role in ensuring the safety and readiness of our town's fire and EMS vehicles, equipment, and facilities. This position requires a self-motivated individual capable of managing their own schedule and working without fixed office hours. The role involves conducting thorough monthly inspections and maintaining accurate records to ensure compliance with safety standards and operational efficiency.

Key Responsibilities:

1. **Monthly Vehicle Inspections:**
 - Conduct comprehensive inspections of all fire engines, tankers, and ambulances.
 - Verify that all vehicles meet safety and operational standards.
 - Ensure all required maintenance and checks are completed timely and accurately.
2. **Fire Extinguisher Inspections:**
 - Perform monthly inspections of all fire extinguishers within department facilities and vehicles.
 - Ensure all extinguishers are in good working condition and properly charged.
3. **Facility Inspections:**
 - Conduct monthly inspections of all fire department and EMS facilities.
 - Identify and address any safety hazards or maintenance needs.
4. **Self-Contained Breathing Apparatus (SCBA) Inspections:**
 - Perform monthly inspections of all SCBA equipment.
 - Ensure all SCBAs are operational and ready for use in emergency situations.
5. **Chainsaw Inspections:**
 - Inspect all chainsaws monthly to ensure they are in good working order and safe for use.
 - Verify that chainsaws are properly maintained and stored.
6. **Medication Expiration Log:**
 - Maintain a monthly log of medication expirations for all ambulances.
 - Ensure that all medications are within their expiration dates and properly stocked.
7. **Ground Ladder Inspections:**
 - Conduct annual inspections of all ground ladders.
 - Ensure that ladders are safe, properly maintained, and meet regulatory standards.

Qualifications:

- **Self-motivation:** Ability to work independently without fixed office hours, managing time effectively to meet all inspection and reporting requirements.
- **Attention to Detail:** Keen eye for identifying potential safety issues and ensuring compliance with all inspection protocols.
- **Technical Proficiency:** Familiarity with the operation and maintenance of fire and EMS vehicles and equipment.
- **Record Keeping:** Ability to maintain accurate logs and records for inspections and medication expirations.
- **Problem-Solving:** Capability to address and resolve issues identified during inspections.

- **Physical Fitness:** Ability to perform physical tasks associated with inspections, including handling equipment and climbing ladders.

Working Conditions:

- This position involves working outdoors and indoors, often in varying weather conditions.
- The role requires physical activity, including lifting, bending, and climbing.

Application Process:

Interested candidates should submit their qualifications and motivation for applying to:
denise@cranberryisles-me.gov.

The Town of Cranberry Isles is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.