



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM 10
MOTION

AGENDA ITEM: Approve Posting Vacant Part Time Fire Department Position

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: City Administrator

REVIEWED BY: City Administrator

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... Fire Chief
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates

POLICY RECCOMENDER: Fire Chief

FISCAL IMPACT: None, filing vacant position

SUMMARY AND ACTION REQUESTED: To move ahead with the hiring process for the PT Administrative Assistant positon vacancy.

LEGISLATIVE HISTORY: At a previous Council Meeting, the current PT Administrative Assistant, Mike Cornell was hired fulltime with Public Works, thus creating the vacancy.

BACKGROUND INFORMATION (SWOT):

Strengths Ensure adequate staffing to maintain current level of service and productivity.

Weaknesses Limited to number of potential qualified applicants as the position is designed for a daytime Firefighter/Responder.

Opportunities Fill the vacancy ASAP to allow for a transitional period and training by Mike Cornell.

Threats Administrative and day to day support work for fire department would be impacted, (station and vehicle maintenance, required record keeping and data entry, inspections, training) to name a few.

RECOMMENDATION: Staff recommends moving ahead with filling the vacancy.

ATTACHMENTS:

- Job Description

LAKE ELMO FIRE DEPARTMENT JOB DESCRIPTION

PART TIME FIREFIGHTER/ADMINISTRATIVE ASSISTANT

The Position of Lake Elmo Firefighter/Administrative Assistant shall operate within the boundaries as set forth in the Departmental Policy and Standard Operating Guidelines and shall answer directly to the Command Officers and ultimately the Chief.

The work schedule for this Part Time Position shall be flexible and be capped at 20 hours per week.

QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Valid drivers license
- State Certified Firefighter I and II
- State Certified HazMat Operations Level
- State Certified First Responder
- Current Certification in Rescuer CPR
- Meet any additional requirements as stated in the Lake Elmo Fire Department Job Description for Firefighter.
- Current Lake Elmo FAO status (Fire Apparatus Operator) (see Policy 3-205, FIRE ENGINEER) or obtain FAO status within 18 months of hiring.

RESPONSIBILITIES:

Perform duties of a Lake Elmo Firefighter.

Perform a variety of clerical and administrative work in keeping official records, data entry, providing administrative support to the fire command staff.

Working knowledge in the operation of various office equipment, (copier, fax, scanner, phones, etc.)

Working knowledge in the operation of computers, Microsoft Office and its components, (Word, Excel, Publisher, etc.).

Perform basic maintenance of department vehicles.

Perform basic Station Duties needed to maintain Fire Stations.

Provide station coverage during Chief's absence.

ESSENTIAL DUTIES:

Respond to emergency calls

Drive and operate all vehicles in fleet.

Perform data entry to ensure compliance with NFIRS reporting to the State of MN (Image Trend) in a timely manner.

Enter and maintain department records in Image Trend and Firehouse as required.

Assist with creating and maintaining pre plans of commercial business in Lake Elmo

Assist with maintaining Inspection Program of commercial business in Lake Elmo

SUMMARY:

This position shall report directly to the Chief or designee.

During scheduled work hours employee shall not earn or receive credit for the following:

- Relief Association
- Call Percentage