



AUBURN FIRE & EMS

Invites Applications for:

EMS Coordinator

Auburn Fire Department

ABOUT THE AUBURN FIRE DEPARTMENT

Currently, Auburn Fire has four functional areas with managers in those areas reporting directly to the Chief of the Department. This process is currently under review for potential improvements. The areas are:

- Operations - includes all of the emergency response personnel housed within 3 fire stations, including 4 Battalion Chiefs and approximately 61 sworn Firefighters, the Emergency Medical Services, and special operations (Confined Space Rescue, Hazardous Materials, Rope Rescue, and Water Rescue)
- Logistics – includes the acquisition of supplies, station and vehicle maintenance, and technology management
- Administrative Services – includes financial reporting, payroll, office support functions, and the Training Division
- Fire Prevention – includes fire and life safety code enforcement and inspection, plan review, new construction inspection, fire investigation, emergency management team participation, maintenance of facility plans and Auburn Right-to-Know information, and public education services

An all career operations staff works a 24/72 hour shift with a minimum staffing of 14 firefighters per shift. Staffing is dispersed over two pumpers, one quint, two ambulances, and one Battalion Chief.

Non-administrative firefighters are represented by the Auburn Firefighters Local 797, a local of the International Association of Firefighters. We actively participate in the Labor/Management process and seek to resolve issues through discussion and collaboration rather than more traditional or potentially confrontational means.

THE COMMUNITY

Home to just over 22,000 residents, Auburn encompasses 65 square miles - 60 square miles of land and 5 square miles of water. Auburn is situated on the western bank of the Androscoggin River, forty minutes north of Portland and one and a half hours west of Bangor (via Interstate 95). Auburn's geographic location places it within easy access to Maine's beautiful coastline, world class skiing, hiking trails, and other activities suitable for all interests and experience levels.

Auburn's risk profile varies between urban population, suburban population, commercial and industrial areas, and rural landscapes. The city's daily population influx is approximately 6,000 people, considering the college campus and employees around the city. Seasonal influx of people for recreational purposes can increase the population by another 5,500. Some of the critical infrastructure protected by the Auburn Fire Department includes:

- approximately 22,000 citizens of the City of Auburn
- a busy, general-aviation airport that is currently expanding to obtain commercial air service
- a customs zone where freight - arriving by rail or air - is held until Customs' officers inspect it
- 7 miles of the Maine State Turnpike
- the sole drinking-water supply for the surrounding community (approximately 100,000 people)
- 2 rail lines with a total of 17.1 miles of track
- 54 miles of electrical transmission-line corridors
- 2 large and 6 smaller hydroelectric dams
- 4 miles of underground petroleum pipeline
- 5 large, commercial factories
- 1 community college campus boasting 3,000 students
- several spacious recreation areas, including 16.8 miles of off-road biking and hiking trails, 38.6 miles of snowmobile trails, and a ski area and lodge
- the major Androscoggin River, Lake Auburn (the water supply for our region), one large pond (2 miles in length), and many smaller rivers, brooks and streams



OUR ORGANIZATION

Auburn has a strong city manager form of government. In this form of government, the city council develops legislation and policies to direct the City. The city manager, hired by the city council, provides administrative direction to the organization, oversees personnel and operations, and carries out the city council's direction. Auburn has around 240 employees and a \$41 million budget. The City of Auburn is service-oriented and a welcoming organization that provides services through six departments:

- Administrative Services
- Fire and Emergency Medical Services
- Police
- Library, Recreation and Cultural Services
- Planning and Development
- Public Service

THE POSITION

The EMS Director position assists with planning, directing and coordinating the operational activities of the Fire/EMS Department and provides staff assistance to the Fire/EMS Chief. The ideal candidate will be able to serve in a leadership capacity for an evolving agency that is looking to become a leader in the Maine fire and EMS community; help to instill trust in the services within the community; assist the Chief in creating vision and developing strategic plans to achieve the vision; and inspire employees to do and be their best.

Minimum qualifications include: ten years of experience in an EMS system that provides advanced life support 911 services, including two years in a supervisory and/or program management role; Licensed as a Maine Paramedic (or ability to obtain reciprocity within 6 months of hire); possess (or obtain within six months of hire) and remain current in ACLS, PALS or PEPP, PHTLS or BTLs, and any other certification programs required by the department; possess or obtain (within one year of hire) Incident Safety Officer and Department Health and Safety Officer training; experience with office suites and/or other types of office productivity computer programs; a valid State of Maine Driver's license; an associate degree, or higher from an accredited institution in a related field. Examples include, but are not limited to: Fire Science, Business Administration, Paramedicine, or Public Administration; supplemented by specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training.

The ideal candidate will possess the following characteristics and abilities:

- Model the highest standards of integrity and ethical behavior
- Make sound and well-informed decisions affecting multiple stakeholders
- Communicate effectively, both orally and in writing, with a variety of cross-cultural audiences
- Establish and maintain highly-effective working relationships with diverse individuals and groups
- Identify issues, analyze problems, and work collaboratively with staff and the community to solve them
- Be an accessible manager who is supportive of professional development, retention, diversity, and who understands, and has an appreciation for, positive, productive labor relations
- Awareness of trends in the emergency medical and fire services profession and innovative in the design, delivery, and funding of services
- Develop and maintain relationships with other agencies and provide leadership in bringing intergovernmental and community partners together to enhance service

COMPENSATION & BENEFITS

- Salary: This is a Monday through Friday salaried position based on 37.5 hours a week. The annual salary for this position is \$65,000. In addition, the City pays into the MEPERS Retirement pension.
- Benefits: Health, Life, Dependent Life, Supplemental Retirement, dental, vision and several other elective plans, including a flex-spending account. Additionally: Vacation, Sick, Personal, and Holiday pay.

APPLICATION & SELECTION PROCESS

A full position description and instructions for applying are available online at <https://www.auburnmaine.gov/pages/government/afd-recruitment>

Resumes and applications will be reviewed, and initial interviews will be scheduled for the late September. Candidates will be subject to a pre-employment physical and drug test, background check and psychological screening prior to a formal job offer.

- Closing Date: Applicants must submit an application, cover letter, and resume by Friday, September 18, 2020.
- Our [application](#), along with a **current resume and cover letter** can be completed and returned to Fire Chief Robert Chase at the Auburn Fire Department, 550 Minot Ave., Auburn, Maine 04210; or e-mailed to rchase@auburnmaine.gov OR you can **[APPLY ONLINE](#)**.

The City of Auburn is an Equal Opportunity Employer