

ANN ARBOR CHARTER TOWNSHIP JOB VACANCY

JOB TITLE: Paid On-Call Firefighter Recruitment & Retention Coordinator

DEPARTMENT: Fire

GENERAL DESCRIPTION

Ann Arbor Charter Township Fire Department is seeking a highly motivated and talented individual who will be responsible for the development and management of an on-call firefighter recruitment and retention program for firefighters and support personnel. The position is responsible for developing, planning, leading, and implementation of a comprehensive recruitment and retention program that will attract and retain qualified paid on-call (POC) firefighters to Ann Arbor Charter Township Fire Department.

This position is a 48 month position funded by a Federal SAFER Grant (Staffing Adequate Fire Emergency Response), an assistance program created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase the number of trained, "front line" firefighters available in their communities.

The Recruiting and Retention Coordinator (RRC) is a non-union, administrative position, reporting to the Fire Chief. Standard work week will be 40 hours, requiring flexibility to accommodate working with POC personnel.

ESSENTIAL JOB FUNCTIONS

- Implement and manage a POC firefighter recruitment and retention program.
- Coordinate POC firefighter hiring process including application review and testing processes.
- Devise strategies to improve quantity and quality of POC firefighter applicants.
- Maintain required records for FEMA SAFER grant management.
- Provide pertinent information to promote the recruitment and retention program; responds to inquiries regarding the program, both verbally and in writing.
- Develop and manage contracts related to the production of a commercial and advertisements for the position of POC firefighter.
- Develop a POC firefighter orientation program along with the Fire Chief and Fire Officers.
- Assist the full-time employees with issues concerning recruitment and retention of POC firefighters.
- Provide reports to supervisor on the status, capabilities and needs of the Departments POC fire personnel.
- Develop relationships with local schools, churches, theaters, businesses, industries and other agencies to facilitate recruitment and retention efforts.
- Schedule recruiting meetings, presentations, speaking engagements, and public workshops to reach potential employees and to share the fire and life safety messages of the Department.
- Maintain files, records, and documentation for various recruitment activities.
- Prepares monthly reports on activities of the fire service and training.
- Develop and coordinate professional continuing education activities; including recertification programs, and establishing staff training.
- Maintain a distribution system and records of distribution of uniforms and personal protective equipment (PPE) to POC firefighters.
- Plan, coordinate, and manage the training of POC employees to a level of at least firefighter I.

- Represent the Fire Department and themselves professionally and ethically when dealing with other agencies, fire departments, and organizations.
- Adhere to Township and Fire Department work rules, policies, procedures, and SOPs.
- Insure compliance with state and federal worker safety regulations.
- Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively communicate orally and in writing with people of all ages and socioeconomic groups.
- Ability to prepare reports, assignments, instructional guides, and other written directives and documents.
- Ability to manage time, projects, and deadlines independent of direct supervision.
- Deal effectively with people while promoting community and department interactions.
- Knowledge of general computer operations; have basic abilities with word processor, spreadsheet, PowerPoint, and database software applications.
- Ability to be imaginative, independent, and articulate.

MINIMUM QUALIFICATIONS

- Valid driver's license and insurable by the Township insurance carrier
- Graduation from high school or equivalent GED
- Pass Candidate Physical Ability Test (CPAT), as determined by the employer
- Pass the Fire Department's pre-employment physical
- Pass the Fire Department's pre-employment background check(s)
- Pass the Fire Department's psychological test

PREFERRED QUALIFICATIONS

- Fire Service Experience, minimum 10 years with some POC experience
- Experience in managing volunteer or POC recruitment and retention program.
- Michigan Certified Firefighter 2 or Office of Fire Fighter Training equivalent level
- Certified Fire Service Instructor or Instructor I/II or Office of Fire Fighter Training equivalent level
- Fire Officer 2 or Office of Fire Fighter Training equivalent level
- Medical Instructor Coordinator
- Michigan Certified EMT- Basic or higher licensure
- Associate or Bachelor Degree

METHOD OF APPLICATION AND DEADLINE

Employment packet available on-line at <http://www.aatwp.org>. Submit via mail or email firechief@aatwp.org.

Employment packets must be received by the end of the business day June 20, 2014 at Ann Arbor Charter Township Fire Department, 4319 Goss Road, Ann Arbor, MI 48105

JobDescrip_version1_4/22/2014