TOWN OF SCOTLAND • CONNECTICUT

Per Diem Firefighter and EMS Staff Administrator

Proposed Job Description

Employer: Town of Scotland

Reports to: First Selectman

Status: Per Diem hourly employee

Administrative schedule: Four hours per week, scheduled in coordination with the Board of Selectman

Starting administrative pay: $ 25.00 per hour

Primary work location: Scotland Public Safety Complex, 47 Brook Road, Scotland, Connecticut

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Interested parties should submit an updated resume base on job requirements.

The closing date for the paid Administrator will be December 3rd.

Interviews will begin the week of December 7th with a projected start date of December 20th

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Position Summary, Working Conditions, and Employment Requirements

The position consists of a four-hour-per-week paid administrative assignment, with work scheduled flexibly throughout the week to meet operational, scheduling, and payroll deadlines. The Administrator is responsible for managing their schedule and completing assigned duties within the allotted hours. When workload exceeds available hours, the First Selectman establishes priorities and must approve additional administrative time. All time worked, including required calls, messages, meetings, and scheduling outside scheduled work periods, must be accurately recorded and submitted for payroll review. The Administrator works cooperatively with the Board of Selectmen, the Board of Directors of Scotland Volunteer Fire Department, Inc. (SVFD), and SVFD Chief Officers to support dependable emergency service coverage. This position does not confer fire department rank or supervisory authority over volunteer members. Fireground operations and emergency incident command remain under the authority of the designated Incident Commander and department command structure. EMS care remains subject to applicable protocols and medical direction.

Administrative duties involve computer use, telephone communication, recordkeeping, and interaction with employees and municipal officials in an office and fire station setting. Operational assignments, when the Administrator is appropriately qualified, may involve emergency driving, patient movement, strenuous physical activity, use of protective equipment, hazardous environments, and exposure to weather, smoke, infectious materials, and traumatic incidents. The employee must be capable of performing the essential functions of assigned duties, with or without reasonable accommodation.

In addition to day-to-day administrative duties, the administrator is eligible to fill fire department "shifts in immediate need of staffing" according to the description below if they have the required credentials. Any firefighter/EMS shifts worked by the Administrator are separate

assignments compensated at the applicable Town-approved shift rate, and do not count toward the Administrator's minimum four-hour work requirement. Administrative and operational hours must be recorded separately, without overlapping hours or duplicate payment. All hours worked for the Town must be submitted for payroll review, including any applicable overtime calculations.

Appointment is contingent upon verification of required credentials, references, background and driving history, and applicable job-related occupational clearances in accordance with Town policy. The employee must promptly report any lapse in credentials, license restriction, or other changes affecting eligibility to perform assigned duties. The Town is an equal opportunity employer and will consider reasonable accommodation requests in accordance with applicable law.

Essential Duties and Responsibilities

- Staff Scheduling and Coordination: Develops and maintains the monthly paid staff schedule. Serves as the primary point of contact for staff call-outs, shift coverage needs, and scheduling-related communications. Promptly notifies chief officers of any unfilled shifts.
    - The Administrator is allowed to fill any remaining open "shifts in immediate need of staffing", described as shifts that are still unfilled within 24 hours of the scheduled shift start time, pending they hold the necessary active certifications.
- Personnel Management: Independently address and administer disciplinary action involving paid staff in accordance with the department's established disciplinary policy and procedures. The Administrator may defer disciplinary matters to the First Selectman when deemed necessary or appropriate.
- Personnel Records and Training: Maintains and updates employee records, monitors certifications, and tracks required training and recertification requirements.
- Timekeeping and Payroll: Oversees employee timekeeping and payroll responsibilities, ensuring accurate and timely submission of payroll information.
- Chief Officer Communication: Maintains consistent communication with chief officers regarding staffing concerns, equipment failures, personnel matters (including discipline and/or injuries), and other issues that may impact department operations.
- Station and Apparatus Oversight: Ensures completion of daily equipment and apparatus checks, station duties, vehicle refueling, and routine maintenance of the paid staff's designated station areas.
- Reports and Documentation: Oversees the timely completion and submission of all Patient Care Reports (PCRs) and Fire Incident Reports. Coordinates with the EMS Quality Assurance (QA) Officer to identify and resolve outstanding PCRs. Manages incident and accident reporting, ensuring appropriate documentation, follow-up, and timely communication of relevant information to the Fire Chief.
- Administrator will appoint a lead Firefighter/EMT to each shift. The lead Firefighter will be paid a $ 1.00 per hour compensation. He/she will be in charge during Emergency's until a ranking Fire Office assumes command. He/she will be responsible to make sure the routine duties of the shift are completed. He will report any house issues to the Administrator and any Emergency Issues to the Officer in Charge with a follow up with the Administrator.

- Municipal Liaison: Serves as the primary liaison between the Board of Selectmen and paid staff, facilitating communication and addressing staff-related matters.
- Department Coordination: Attends SVFD Board of Directors and/or monthly department meetings to maintain open communication, encourage collaboration, and promote coordination between paid staff and volunteer membership.

Minimum Qualifications

- Education: High school diploma or equivalent.
- Previous experience in Emergency Services as both a firefighter (volunteer or career) and EMT or higher. It is necessary that the applicant has knowledge of EMS operations.
- Professional Experience: Demonstrated field experience in both fire and EMS operations, with the ability to coordinate staffing, maintain accurate records, and professionally supervise personnel. Prior scheduling, administrative, or supervisory experience is preferred.
- Administrative and Communication Skills: Proficiency in scheduling software, email, word processing, spreadsheets, and electronic recordkeeping. Ability to communicate effectively, meet deadlines, resolve routine conflicts, exercise sound judgment, and consistently apply department policies.
- Interpersonal and Professional Conduct: Ability to work cooperatively with municipal officials, paid personnel, volunteer members, Chief Officers, and the SVFD Board of Directors while maintaining confidentiality and appropriate professional boundaries.
- **Preferred qualifications:** If the administrator chooses to fill "shifts in emergent need of staffing", the following qualifications are required:
    - Current Connecticut Emergency Medical Technician (EMT) certification or above, and healthcare provider CPR/BLS certification.
    - Firefighter I and Hazardous Materials Awareness/Operations certifications issued by Connecticut or equivalent certifications accepted by the Town.
    - Must successfully pass and maintain compliance with the applicable OSHA/NFPA firefighter medical and physical fitness requirements established by the department and Town. Firefighter II preferred.
    - Valid motor vehicle operator's license with a Connecticut Q endorsement for fire apparatus, or an appropriate Class A or Class B commercial driver's license. Driving record acceptable under Town policy and successful completion of all required apparatus training, qualifications, and authorization prior to operating department vehicles.

Approval and Review

This description is subject to adoption by the Board of Selectmen and periodic review. Related assignments must remain consistent with the position's purpose, approved hours, and delegated authority. This description is not a guarantee of continued employment or a substitute for applicable Town policies or staffing agreements.

Approved by the Board of Selectmen: _____

Effective date: _____