

ERWIN FIRE DEPARTMENT AND RESCUE SQUAD INC.

SHIFT SUPERVISOR

General Overview:

This employee will be responsible for the daily operations of his/her assigned shift. The employee will be a mature individual who will be called on to perform his/her duties and responsibilities in a professional manner under the best and worst circumstances. An employee who can and will work with a variety of people and personalities including the Fire and Rescue Chief, volunteer firefighters, and other employees, and the general public. This individual must be highly motivated self starter type of individual. A person who can effectively supervisor his/her assigned shift personnel, follow directions/orders or take command at an emergency scene as circumstances demand. He/she will at times be aware that his/her actions and words are a direct reflection of the Erwin Fire Department and Rescue Squad Inc. Work is performed under the direct supervision of the Chief.

Essential Duties:

- Perform all duties expected of a Firefighter/EMT Supervisor
- Effectively manage all personnel assigned to his/her shift
- Responsible for completion of objectives as determined by the Chief and Board of Directors.
- Answer all emergency alarms received by the department and perform emergency, rescue, fire suppression, and fire prevention activities
- Maintain a positive and professional relationship with each and every person contacted while performing his/her duties
- Ensure the completion of assigned tasks on time and according to specifications
- Safeguard and ensure proper use of equipment, materials, and property of the department
- Perform and coordinate fire hydrant inspections, maintenance and testing with the Public Works Department and keep accurate records and reports on each individual hydrant within the district
- Responsible for bi-annual pre-survey inspections on all commercial building within the district
- Maintain accessible and legible records and reports on all emergency and non-emergency responses
- Take inventory of all fire and rescue supplies
- Operate, maintain, and perform limited maintenance, to the best of one's ability on all vehicles and equipment
- Operate necessary computer programs for the department

- Participate in training operations with the department
- Assist in various tasks around the station as designated by the Chief
- Make suggestions for improvements in operations and/or equipment of the department
- Perform other related duties as assigned by the Chief
- Keep the Chief informed of all problems in a timely manner

Education and Experience:

- High School diploma or GED equivalent
- Supervisory experience or 2-year experience as a Fire or Rescue Officer.
- NC Certification Firefighter I&II
- NC Certification EMT Basic
- Hazardous Materials Operations Level
- Class B Driver's License
- Must Complete RT certification within 1 year of hire date
- Driver Operator

Skills and Abilities Required

- Must have strong leadership abilities
- Must be self starter, with the ability to work without close supervision
- Ability to effectively communicate with fellow employees and general public
- Ability to effectively carry out the department policies
- Ability to maintain complete and accurate records and reports
- Must possess working knowledge of rescue techniques and equipment
- Must possess the physical strength, ability and endurance to perform climbing, bending, working in cramped or awkward positions and lifting and carrying load up to and in excess of 100 pounds

Hours of Work

- 24.25 hour rotating shift (6:45 am to 7:00 am)
- At the direction of the Chief or Officer in charge, he/she can be called after normal working hours to cover any situation where additional personnel are required

