Board of Fire Commissioners
Wall Township Fire District No. 2

Position - Fire Station Coordinator
Civilian (nonuniform) position
Hours - up to twenty-four (24) hours per week
DCRP eligible
Ineligible for medical insurance benefits
Ninety (90) day probation period
Subject to background check
Submission of three (3) professional references

Under the Direction of the Fire District Administrator, prepares, coordinates and/or maintains files of:

- per diem firefighter schedules and activities
- firefighting training and administrative files
- volunteer firefighter stipend program
- daily firehouse activities
- maintenance schedule for all fire equipment and apparatus
- solicited quotations and requisitions for equipment and materials
- input for the planning of the Fire District budget
- monthly reports
- related assignments and duties as directed

Minimum Qualifications

Ten (10) years fire service experience
Knowledge of: NFPA and NJ Administrative codes related to the fire service, PEOSHA, Workers Compensation
Proficient with MS Office software (Word, Excel, Outlook)
ESO and NFIRS related software

Resumes shall be submitted no later than October 30, 2023, to gtancredi@wtfd1.com