Wall Fire District 2 - Fire Station Coordinator Part-Time. Job description available by emailing tgarbarini@wtfd1.com. Resumes due November 14, 2025, to tgarbarini@wtfd1.com

Fire Station Coordinator Civilian (non-uniform) 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