



Dover Township Job Description

Job Title:	Emergency Services Coordinator	FLSA:	Non-Exempt
Department:	Administration	Effective Date:	12/9/2024
Job Grade:	Non-Bargaining	Revision Dates:	
Reports To:	Township Manager		

Primary Function

Serves as the senior level leader of Emergency Services for Dover Township, in the areas of long-term strategic planning, finance, administration and coordination of emergency services to include fire, EMS, and Emergency Management projects and activities including implementation of initiatives and programs outlined in the Joint Comprehensive Plan. This position also serves as the Fire Marshal and Emergency Management Coordinator.

Principle Duties & Responsibilities

1. Maintains relationships with surrounding Emergency Service providers to ensure the proper deployment of apparatus and personnel response within Dover Township, recommending adjustments to the delivery model to provide effective public service to the Dover
2. Coordinates provision of fire rescue and EMS services to the township residents; coordinate the provision of EMS services within the township, provide assistance to volunteer officers in the management of the fire department volunteer operational and administrative members including advising on policy and procedure, vehicle accident reporting, and other administrative matters; develops and communicates emergency service direction and goals; communicates Township policy and procedure; ensures that safety training is provided; and establish service standards and evaluate service outcomes against standards.
3. Develop strategic and long-range goals for staffing and work with the volunteer department on recruitment and retention of volunteer members. Plan and develop new volunteer recruiting and retention strategies and initiatives while striving to improve and enhance new programs.
4. Prepare and administer Fire Tax Budget including processing of invoices and their approvals maintaining accountability for expenses, planning for capital purchases and improvements seeking grant funding where applicable.
5. Coordinate and direct emergency services projects and activities; facilitate exchange of information among persons involved with projects inside and outside the organization; request input from various parties; evaluate needed changes and direct revision process; conduct meetings to finalize changes and resolve problems.
 - a. Provide leadership in the development and implementation of Township strategic plan for emergency services; meet with the Township Manager and Board of Supervisors to review proposed changes; prepare comments and recommendations and submit to emergency services, Township Manager, and Board of Supervisors.
 - b. Resolve emergency services coordination issues in conjunction with emergency services leadership and township staff. Manage complaints from residents and service providers to ensure compliance with policies and continuity of excellence in services.
 - c. Meet with emergency services administrative and operational leadership and Board of Supervisors to ensure ongoing open lines of communication; respond to questions and comments and ensure proper follow through on requests and official decisions.
 - d. Review roadway and development plan submissions and collaborate with Public Works and Planning and Development department managers, as well as BCO and Planning Director to ensure adequate emergency response/access/etc.
 - e. Assist with administrative needs of the Township emergency services providers.
6. Review and issue Burn, Fireworks and Parade and Assembly permits ensuring adherence to Township Ordinances. Recommend changes to these regulations and programs as needed.
7. Provide monthly and annual reports of all activities to the Township Manager and Board of Supervisors. Attend Board Meetings to present action items and address questions and



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- concerns.
8. Serve as community liaison representing Dover Township emergency services at public events, meetings and other functions as directed.
 9. Serve as Township Fire Marshal:
 - a. Review and approve automatic sprinkler systems as detailed in building plans prior to their installation or prior to altering existing sprinkler systems; inspect commercial and assembly places to ensure the location, size of sprinkler heads, valves, pipes and other fire extinguishing equipment, appliances, and devices comply with national standards and are connected to an adequate water supply; approve the number of fire-detecting sound devices that are to be installed on a floor; direct the location of roof outlets, valves and the number and location of the Siamese connections in standpipe systems; ensure private fire hydrants are connected to sufficient water supply for fire-fighting purposes.
 - b. Review and provide written approval of written restaurant kitchen automatic fire-protection systems as detailed in building plans prior to their installation or prior to altering existing automatic fire protection systems.
 - c. Approves the protective cap or such device used on shipping cylinders with capacities of 100 pounds or less that contain liquefied petroleum gas; approve the additional use of liquefied petroleum gas space heaters on construction sites; approve the storage structure in which excess liquefied petroleum gas cylinders are placed; direct the placement of cautionary warning signs at such storage areas; approve the method of manifolding two such cylinders.
 - d. Maintain records of fire alarm inspection certifications; maintain records of the names of individuals registered to place and operate liquefied petroleum gas heaters; prepare monthly activity reports for Board of Supervisors.
 - e. Designate fire lanes on public and private roadways and shopping centers; issues parking tickets to motorists who park in fire lanes; order the removal of any flammable material, or dangerous accumulation of rubbish, or objects interfering with the egress of the occupants or the operation of fire companies; use persuasion to obtain compliance, with legal action initiated as the last means to correct the violations.
 - f. Responsible for the investigation of fires to determine cause and origin.
 - g. Recommends and assists with development of codes and ordinances.
 - h. Assist the Planning Department with ordinance enforcement issues as needed.
 10. Serve as Township Emergency Management Coordinator by
 - a. Coordinating and directing emergency planning and preparedness within the Township through updating the Emergency Operations Plan on an annual basis for the municipality in coordination with York County, the State and surrounding municipal Emergency Management Organizations, as well as assisting schools and childcare facilities, places of worship, facilities with hazardous processes or products on site, etc. with planning and preparedness activities.
 - b. Manage and mobilize the equipment and staff of the municipal Emergency Operations Center (EOC) when appropriate or as directed by municipal officials, to include maintaining adequate volunteer staff to manage a large-scale incident within Dover Township and ensuring that they are adequately trained and prepared for all emergency events.
 - c. Respond to emergencies and disasters to minimize risk to people and property and assist with crisis management.
 - d. Recommend hazard mitigation measures to reduce disaster effects.
 - e. Interact with public and private entities to build relationships, establish expectations for emergency planning (and assist with implementation as needed), and create open lines of communication in preparation for disaster situations.
 - f. Maintain current and appropriate plans, procedures, guidance and laws issued/required by the county, PEMA, and the Governor regarding emergencies at SARA facilities, schools, day cares, hospitals, nursing home facilities, pipeline resources, waterways, etc.
 - g. Provide prompt and accurate information regarding municipal disaster



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emergencies to the appropriate municipal, county, and state officials and agencies, and the public through the Township newsletter, website and social media as well as standard media outlets.

- h. Attend and participate in York County and PEMA/FEMA training, tests, drills and exercises as appropriate to the position, such as remedial drills and exercises that pertain to EHT, as scheduled within the municipality, or by county, state, or federal government agencies.
- i. Arranges and Coordinates Emergency Services to aid Township Staff with assistance for large Township programs and events.
- j. Track and report on accident debris for disposal of hazardous materials for the Township Municipal Separate Stormwater System Program.

Position Qualifications

Knowledge, Skills and Abilities

- Comprehensive knowledge of emergency management techniques in areas such as firefighting, flood protection, patient treatment and transport, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense, and hazardous materials incidents.
- Through knowledge of office practices and procedures, including organizational abilities and operation of standard office equipment, operation of computer word processing and GIS applications.
- Ability to promote accountability for completion of goals and objectives.
- Ability to conduct inspections in a detailed and efficient manner, including communicating findings through writing and in court proceedings.
- Ability to analyze problems, apply supervisory and management principles, and organize a plan of action to resolve practical, everyday problems.
- Ability to communicate effectively, orally, and in writing at all levels of the organization.
- Ability to make sound judgments based upon complex facts and information.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and interact effectively with different types of individuals.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Comprehensive knowledge of geographic and demographic characteristics of Dover Township and surrounding municipalities.
- Comprehensive knowledge of logistics and operations planning techniques to coordinate and evaluate methods of all levels of emergency response.
- Comprehensive knowledge of safety practices and procedures.
- Thorough knowledge of inter-relationships, responsibilities, goals and functions of local, state and federal government in planning, conducting, and implementing emergency response.
- Thorough knowledge of loss mitigation, prevention and control strategies, policies and programs.
- Thorough knowledge of Township policies and procedures.
- Thorough knowledge of supervisory principles and practices.



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Education, Training and Experience

Any combination of education and experience which indicates possession of skills, knowledge and abilities is listed below. An example of acceptable qualifications for this position is completion of an associate degree in Fire Protection Engineering, Fire Science or related field and five years of fire service experience.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Fire Inspector I Certification.
- Flagger Training Certification.

Functional Qualifications

X	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
X	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching.
X	Carrying	The physical act of manually transporting objects from one to another.
X	Crawling	Moving about on hands and knees or hands and feet.
X	Crouching	Bending the body downward and forward by bending leg and spine.
X	Driving	The physical act of operating a motor vehicle.
X	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching skin, particularly that of fingertips
X	Finger Dexterity	Picking, pinching, typing, or otherwise working, primarily with fingers.
X	Grasping	Applying pressure to an object with the fingers and palm.
X	Hearing	Ability to receive detailed information through oral communication.
X	Kneeling	Bending legs at knee to come to a rest on knee or knees.
X	Lifting	Raising objects of 20 lbs. from a lower to a higher position or moving objects horizontally from position to position.
X	Pulling	Using upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion.
X	Pushing	Using upper extremities to press against something with steady force to thrust forward, downward or outward.
X	Reaching	Extending hand(s) and arm(s) in any direction.
X	Repetitive Motions	Frequent, sustained movement patterns of the upper extremities (fingers, hands, wrists, elbows, shoulders).
X	Seeing	The ability to perceive the nature of objects with the eye. Seeing is important for hazardous positions in which defective seeing would result in injury and positions in which special and minute accuracy, inspecting and sorting exist. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).
X	Standing	Particularly for sustained periods of time.
X	Static Position	Maintaining the same body position for a period in order to complete a task.
X	Stooping	Bending body downward and forward by bending spine at the waist.
X	Talking	Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
X	Walking	Moving about on foot to accomplish tasks, particularly for long distances

Environmental Conditions

- Indoors, within an office area and outdoors. Frequent interruptions will occur.

Comments

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.



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Disclaimer

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Employee's Signature Date
(The employee's signature denotes that the employee was given this job description on the date indicated.)

Supervisor's Signature Date