



Job Posting: Emergency Services Coordinator

Role Information

Position: Part Time, Emergency Services Coordinator
Department: Administration
Supervisor: Town Manager
Work Location: Bluff Community Center Town Offices / Bluff Fire Station
190 N 3rd E Street, Bluff, Utah 84512
Hybrid Work Option is Negotiable (within 2 hours' drive of Bluff)
Supervisor: Town Manager
Hourly Wage: \$35-\$45/hour up to \$40,000 per year (depending on experience)

Application Information

To Apply: Submit a cover letter and current resume to manager@townofbluffutah.gov

Email subject line should read: **Last Name, First Name – Emergency Coordinator Application.** Position Open Until Filled. First review of applications will occur on August 12, 2026.

Overview

The Town of Bluff (the "Town") is seeking a reliable, detail-oriented and motivated Part-Time Emergency Services Coordinator to support the Town's efforts to sustain and improve emergency services operations within Bluff's jurisdiction.

The successful candidate will support interagency coordination of the Town of Bluff with San Juan County Emergency Services (Bluff Volunteer Fire Department and San Juan County EMS, as needed), the San Juan County Sheriff Department, Utah Forestry Fire and State Lands, and federal and state agencies on emergency preparedness and response. This position requires effective communication skills and a collaborative nature. We value someone with ingenuity and initiative who is motivated by a genuine commitment to their community's safety.

This multi-functional role combines administrative work, such as grant writing, development of educational materials, creation and implementation of an emergency alert system, with hands-on work, such as coordinating and supporting wildfire risk reduction efforts, defensible space inventories and participating in required trainings. This position offers a unique opportunity to support critical services through operational readiness and coordination of emergency services in a small, rural community and has the potential to represent Bluff on regional emergency planning bodies in complement to Town leadership (e.g. the Mayor and Town Manager).

Key Responsibilities

Administrative Support

- Support town leadership in creation and maintenance of wildfire prevention, emergency management and alert plans
- Provide administrative support to the Fire Chief and EMS crew, as needed and requested
- Lead town efforts to reduce risk in the Wildland Urban Interface, including defensible space inventories and coordinating volunteer and contracted efforts to reduce hazardous fuels
- Maintain department files, records, and documentation in an organized and accessible manner
- Coordinate scheduling and communication for department meetings, trainings, and drills
- Ensure incident reports and other required documentation are filed accurately and on time
- Serve as a point of contact between Fire, EMS and Town staff or leadership

Key Responsibilities (continued)

Grants & Funding Support

- Research grant opportunities relevant to fire and EMS operations
- Assist with grant applications, including documentation and writing
- Track grant deadlines, fulfil reporting requirements, and compliance obligations
- Support financial reporting related to awarded grants

Volunteer & Personnel Records

- Maintain accurate volunteer rosters, contact information, and emergency contact records
- Track and organize training records and certifications for Fire and EMS personnel, as requested by the departments
- Assist with volunteer recruitment efforts, including outreach and onboarding coordination

Inventory & Supply Management

- Maintain up-to-date inventories of equipment, supplies, and gear for both departments, as requested
- Coordinate ordering of supplies and consumables as directed by the Fire Chief or EMS lead
- Track equipment condition and flag items in need of repair or replacement
- Assist with routine maintenance logging for vehicles and equipment

Interagency & Community Liaison

- Act as an administrative liaison between the Town of Bluff, San Juan County Emergency Services, and other relevant agencies in coordination with the Mayor and Town Manager
- Assist with compliance reporting to state, county, and federal agencies as required
- Help coordinate communication around community preparedness events or public outreach
- Represent Bluff emergency services in a professional and community-oriented manner

Public Education

- Create and distribute educational materials for town residents and businesses on fire and health safety
- Assist with public events, social media, newsletters and other methods of public outreach

Minimum Qualifications

Education & Experience

- High school diploma or equivalent required
- Experience in administrative, office coordination, or public-facing roles preferred
- Experience working with volunteer organizations or small municipal government a plus
- Background in emergency services, public safety, or a related field is helpful but not required

Knowledge, Skills & Abilities

- Strong organizational and record-keeping skills
- Comfortable managing multiple tasks and shifting priorities independently
- Strong written and verbal communication skills
- Ability to work with diverse stakeholders including volunteers, Town staff, and outside agencies
- Basic computer proficiency (email, spreadsheets, word processing, filing systems)
- Familiarity with grant writing or reporting is a plus
- Basic mechanical awareness helpful for equipment tracking (no technical expertise required)

Certifications

- Valid Utah driver's license required
- ICS 100 and 200 preferred, or ability to obtain within a specified timeframe

Work Environment & Physical Demands

- Primarily based out of the Bluff Town Offices and Bluff Fire Station and associated town facilities.
- Ideal candidate will live within two hours driving distance of Bluff and available to work in Bluff 1 day per week or 4-5 days per month.
- Based on candidate qualifications, a hybrid work arrangement is negotiable
- May require lifting up to 50 pounds
- Flexible schedule required, including occasional evenings for department meetings or trainings
- Some outdoor exposure likely during community events, fuel reduction projects, and station visits

Compensation

- Salary Range: \$35 – \$44 / hour, depending on experience
- Approximate Monthly Hours: 80, with some seasonal variation
- Opportunities for continuing education and professional development, subject to municipal budget approval

The Town of Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.