



FIRE-RESCUE ADMINISTRATOR

Department: Aviation
Unit: 2100
Level: 5, Non-Exempt

Supervisor's Title: Deputy Chief of
Planning

ESSENTIAL TASKS OF THE JOB:

Conduct administrative functions for Fire Rescue Department Command Staff.

1. Serve as receptionist, greet visitors, accept deliveries, provide customer service, disseminate mail, and maintain organized inventory of office supplies.
2. Oversees entry and reconciliation of weekly department payroll (time and attendance) including paid fire details and payroll leave verifications.
3. Assist in managing and executing special projects and events.
4. Data entry of records in support of regulatory requirements.
5. Develop monthly audit/report of emergency responses.
6. Serve as Badge Signatory and assist with security badge applications and renewals.
7. Support cost recovery programs, including hazmat response and operations, Fire Training Facility, and Department of Fire Services reimbursement.
8. Act as a liaison with the Legal Department.
9. Coordinate upkeep and maintenance of computer printers, fax machines, copiers, and other office equipment.

Assist with coordination of contracts, Request for Proposals (RFPs), and Transaction Approval Forms (TAFs).

1. Enter purchasing requisitions into EPRO and monitor progress.
2. Enter relevant agreements and contracts into PMWeb and monitor progress.
3. Maintain tracking system for all Purchase Orders, Service Agreements, and contracts.
4. Code, track and process material requisitions, purchase orders, invoices, prepare travel and expense reports.

SECONDARY JOB TASKS:

- Provide general administrative support to department staff as assigned.
- Oversee management and retention of records (emergency response, storage tanks).
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

Education

Associate's Degree required. Bachelor's Degree preferred.

Experience

3-5 years office administration experience in a business environment required.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. Working knowledge of Microsoft Word, Excel, and PowerPoint applications.
2. Obtain proficiency with time and attendance (UKG), EPRO, and PMWeb.
3. Ability to maintain confidentiality in all assignments.
4. Ability to pass Massport controlled substances test and background security check and obtain a Massport Security Badge.

WORKING CONDITIONS:

Environmental Parameters: Ability to work in an office environment. Ability to work in an airport/public safety environment with conditions that may include: fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65 - 100. Ability to work under stress when confronted with emergency, critical or unusual situations.

Physical Demands:

Strength: Exerting up to 10 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.

Type: Ability to perform administrative duties.

WORK SCHEDULE: Ability to work a 37.5-hour workweek, Monday to Friday, and in person. This is not a remote or hybrid position. In person attendance is a requirement. Ability to work additional hours as necessary as workload demands.