

CITY OF FOREST PARK, GA

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DIVISION CHIEF - TRAINING

Department: Fire
Pay Grade: F118
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to oversee/coordinate operations and activities of training division. Develop, coordinate, and implement continual education for department staff. Continually monitors fireground activities, structures involved in fire, and personnel accountability on scene and maintains safety of personnel involved in rescue operations, which may include evacuating all personnel from the structure and overriding incident command. Serves as fire department Health and Safety Officer and Incident Safety Officer.

ESSENTIAL JOB FUNCTIONS

- Plans, prepares, and oversees lessons, drills, training, and testing on procedures, new equipment, and operational skills; supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; participates in interviews and makes hiring recommendations.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures departmental training compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; initiates any actions necessary to correct deviations or violations.
- Consults with Battalion Chief, Deputy Fire Chief, Fire Chief, City officials, other public safety agencies, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Communicates with supervisory personnel of adjoining shifts to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

- Oversees daily operations and activities of assigned fire shift; monitors radio traffic; conducts station rounds to inspect/review equipment, apparatus, protective clothing, and facility; ensures station and personnel maintain a state of readiness/preparation for emergency response; ensures that equipment is properly maintained for response to emergency calls; checks stock of equipment and supplies on fire vehicles and in fire station; coordinates necessary equipment repair.
- Performs administrative functions associated with shift operations; prepares daily journal book; develops or approves work schedules to ensure adequate coverage; reviews/approves vacation/leave requests; prepares and submits required reports; reviews reports, checklists, and other documentation prepared by assigned staff for accuracy and completeness; makes photographic records of incident sites, code violation sites, or other situations.
- Assists with development of department budget; provides budgetary input and assists in monitoring expenditures.
- Conducts and/or coordinates training for fire personnel in firefighting procedures, emergency medical care, and other department activities; conducts or coordinates in-house training activities; schedules and coordinates training by external schools/agencies; ensures personnel receive adequate training and maintain current certifications; monitors employee performance and provides feedback to management personnel.
- Monitors inventory levels of departmental supplies; ensures availability of adequate supplies and materials to conduct work activities; initiates orders for new or replacement materials; assists in preparing equipment specifications for bids.
- Conducts investigations of accidents, injuries, or complaints involving assigned personnel, vehicles, equipment, or operations; participates in internal affairs investigations as needed; research accidents/complaints and recommends and/or initiates problem resolution.
- Oversees response to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, terrorism, rescue operations, downed power lines, and other emergency situations.
- Serves as incident commander at fire/emergency scenes; responds to incidents and supervises fire ground activities; assesses/evaluates incident scenes; determines appropriate methods of fighting fires, appropriate placement of fire trucks at fire scenes, appropriate placement of hose streams, and other operational strategies; determines necessary allocation of manpower/equipment; ensures utilization of proper methods to suppress/control fires and preserve evidence.
- Performs firefighting work as needed; provides protection of life and property; suppresses, controls and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; positions/climbs ladders of various heights to access upper levels of buildings and perform rescue operations; establishes openings in buildings for entrance, ventilation, or salvage; ventilates smoke and gas from buildings; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Drives, operates, and monitors a variety of fire/emergency vehicles/apparatus as needed; determines best route to reach location of emergency calls; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; positions apparatus and equipment for optimal use of equipment and hose.

- Locates water supplies to fight fires; lays out, connects, and maneuvers fire hoses/nozzles; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses.
- Performs Emergency Medical Technician functions as needed; administers basic life support, first aid, and artificial respiration to sick/injured persons; works to stabilize patients at incident scenes; determines nature and extent of illness/injury; obtains, records, and monitors patients' vital signs; administers initial treatment at emergency scene; performs invasive and non-invasive procedures on patients with life-threatening conditions, per established procedures or as authorized/directed by physicians; communicates with medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility; performs physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance; completes or ensures completion of required records/reports.
- May perform Paramedic functions as needed, according to level of certification; provides advanced emergency medical care to sick/injured persons, which may include providing basic life support (BLS), advanced life support (ALS), advanced cardiac life support (ACLS), basic trauma life support (BTLS), pediatric care, obstetrical care, respiratory management, and/or drug treatments; works to stabilize patients at incident scenes; determines nature and extent of illness/injury; obtains, records, and monitors patients' vital signs; administers initial treatment at emergency scene; provides advanced level of care for victims of cardiac or respiratory arrest; performs cardiac monitoring and defibrillation; maintains circulation and controls bleeding; provides spinal management and immobilization; provides fluid resuscitation by IV; manages trauma injuries, bleeding, and post-traumatic shock; determines appropriate medication, dosage, and route of medication; administers injections of medications and drugs, including drugs to treat emergency cardiac conditions, following established protocols.
- Oversees pre-fire planning activities; coordinates and performs inspections of buildings for pre-fire plans, fire hazards, and compliance with fire codes/ordinances; inspects structures for stability.
- Assists in conducting fire investigations to determine the cause/origin of suspicious fires.
- Provides assistance to other public service agencies or outside organizations as appropriate; assists law enforcement personnel with traffic control; assists with public service functions such as rescuing animals, cleaning up road hazards, or other tasks as assigned.
- Operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include a command vehicle, fire truck/engine, aerial apparatus, ambulance/rescue truck, pumps, generator, air compressor, hose, hydrant, nozzle, adapter, ground ladder, extinguisher, self-contained breathing apparatus, extrication tools, hydraulic tools, air bags, cutting torch, chain saw, axe, gas detector, ventilation fan, defibrillator, cardiac monitor, glucometer, pulse-oximeter, sphygmomanometer, stethoscope, immobilization equipment, medical/first aid supplies, mechanic tools, hand tools, or radio communications equipment.
- Supervises and assists in performing general maintenance tasks necessary to keep vehicles, buildings, quarters, hydrants, apparatus, equipment, and tools in operable condition, which may include inspecting/testing equipment, inspecting hydrants, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning station/quarters;

monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

- Prepares or completes various forms, reports, correspondence, performance evaluations, schedules, attendance records, overtime sheets, comp time sheets, budget requests, logs, checklists, fire/hazardous materials incident reports, accident reports, run reports, casualty reports, patient care reports, billing/insurance forms, maintenance reports/records, drug inventory records, inspection forms/records, hose records, hydrant test reports, SCBA records, pre-fire plans, drawings, training records, or other documents; performs quality control inspections of fire reporting and identifies errors for correction.
- Receives various forms, reports, correspondence, training schedules, vacation/leave requests, supply requisitions, incident reports, accident reports, logs, checklists, inspection forms, equipment/vehicle maintenance records, pre-fire plans, blueprints, maps, rules, regulations, policies, procedures, medical books, protocols, publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer, camera, drafting tools, or general office equipment as necessary to complete essential functions, to include the use of word processing, database, spreadsheet, presentation, email, Internet, or other computer programs.
- Maintains records, logs, and files of work activities; maintains current map books, manuals, policies/procedures, and other materials for reference and/or review.
- Communicates via telephone and/or two-way radio; communicates effectively and coherently over radio channels while initiating and responding to radio communications; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Creates/maintains positive public relations; provides information and education to the public regarding fire safety, fire prevention, and firefighting; conducts blood pressure checks for the public; installs smoke detectors; participates in parades and civic events.
- Communicates with fire officials, employees, community service workers, students, dispatchers, other departments, law enforcement officials, medical providers, patients, family members, witnesses, property owners/occupants, utility companies, vendors, civic organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings and serves on committees as needed.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures; maintains an awareness of new equipment, methods, procedures, and advances in the profession; reads professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends shift meetings, workshops, and seminars as appropriate.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an associate degree with an emphasis in firefighting and advanced emergency medical care; or ten (10) years of related experience that includes progressively responsible fire incident command, fire and hazardous materials incident response, firefighting, fire truck/equipment operation, emergency medical care, and supervision, or equivalent combination of education and experience. Must obtain NPQ Fire Officer 1 Certification within one year of the appointment.

Special Qualifications:

Must possess NPQ Fire Instructor 1 and 2, Fire Fitness and Wellness Instructor, Structural Fire Control Instructor, Pressurized Container Live Fire Instructor, Basic Life Support Instructor, Tactical Combat Casualty Care Instructor, Emergency Vehicle Operations Instructor, Vehicle Extrication Instructor certifications. Must be a certified National Professional Qualifications Evaluator, Certified Fire Apparatus Operator, Certified Aerial Apparatus Operator, Confined Space Technician, Rope Rescue Technician, Trench Rescue Technician, National Fire Academy Incident Safety Officer, Departmental Safety Officer, In-Service Instructor, and Life Safety Educator. Must possess and maintain valid Georgia Certified Fire Fighter Certification. Must possess and maintain valid Georgia Emergency Medical Technician-I/or AEMT Certification. Provision of medical care at Paramedic level requires possession and maintenance of valid Georgia Paramedic License. Must possess and maintain a valid Haz-Mat Technician certification. Must participate in regular continuing education activities as required to maintain level of certifications. Must possess and maintain a valid Georgia driver's license with appropriate endorsement.

Knowledge, Skills, and Abilities:

- Ability to evaluate, audit, deduce, and/or assess data using established criteria; ability to exercise discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to function in a managerial capacity for a division or organizational unit; ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is medium which requires exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

WORK ENVIRONMENT

Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, or explosives.