

City of Grand Rapids Job Description

Job Title: Safety Officer
Department: Fire
FLSA Status: Non-exempt
Approved By: City Council
Approved Date:

Summary: Performs difficult technical and advanced human support work supervising and performing fire suppression, emergency aid, hazardous materials and fire prevention duties, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief.

Essential Duties and Responsibilities include the following: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Supervises firefighters in their assigned duties as directed.
- Monitors all entries into buildings.
- Monitors and observes departmental activities to ensure that conduct and performance conform to departmental standards.
- Maintains a thorough knowledge and carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Assists the Captain and Hazardous Materials Officers in training duties.
- Reviews all job-related accidents and submit corrective recommendations to the Fire Chief.
- Reviews specifications for new apparatus, products, and personal safety equipment.
- Recognizes and corrects problems in improper use of turn-out gear, equipment, and procedures at fires and drills.
- Maintains records on:
 - Fire Department Safety and Health Policies
 - Periodic Testing of Fire Equipment
 - Periodic Testing of Personal Safety Equipment
- Attends fire schools, conferences, and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state, and other meetings.
- Shall share rotation of Chief Squad with other officers for a minimum of three weekends plus their stand-by weekend.
- Prepares a variety of reports including personal safety records and requisitions.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Considerable knowledge of safe fire suppression and prevention procedures, techniques, and equipment. Considerable knowledge of safe first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Skill in the supervision of the operation and tactics on and off the fire ground.
- Thorough skill operating standard office equipment and related hardware and software.
- Ability to learn operations of specialty fire suppression equipment or materials and to train others in the operation of said materials and equipment.
- Ability to compute rates, ratios, and percentages.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; and Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.

Education and/or Experience: High school diploma or GED and extensive experience working as a firefighter, or equivalent combination of education and experience.

Firefighter I certification preferred. Applicable training to obtain and maintain certification will be provided at hire and on an ongoing basis. Valid driver's license in the State of Minnesota.

Tools and Equipment Used: Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, fax machine, camera.

Physical Demands: This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires climbing or balancing, tasting or smelling and pushing or pulling; work requires close vision, distance vision, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (nonweather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), working with explosives and wearing a self-contained breathing apparatus and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to extreme cold (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.