

## City of Grand Rapids Job Description

**Job Title:** Hazardous Materials, Equipment and Training Assistant  
**Department:** Fire  
**FLSA Status:** Non-exempt  
**Approved By:** City Council  
**Approved Date:** January 1, 2015

**Summary:** Performs intermediate technical and protective service work serving as an assistant to the Hazmat Officer and the Captains (training officers), assisting in the preparation and facilitation of fire department training sessions and course outlines, assisting in the calibration of hazmat monitors, conducting equipment checks on the hazmat truck and trailer, and related work as apparent or assigned. Work is performed under the moderate supervision of the Hazardous Materials ~~Officer~~Team Lead.

**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.

- Ensures that the Hazardous Materials vehicle and trailer are operational and ready for user at all times.
- ~~Completes-Assists Hazmat Team Lead in~~ timely calibrations of monitoring equipment.
- Assists in maintaining the inventory list of Chemical Assessment Teams equipment. This duty will be ~~conducted-supervised by the~~ with the Hazmat ~~Officer~~Team Lead.
- Communicates with the Hazmat ~~Officer~~Team Lead in regards to any equipment problems with the Hazardous Materials Team.
- Assists the Captains and the Hazmat ~~Officer~~Team Lead in the proper training of personnel at drill meetings and follows the Hazmat Team Skills task book requirements.
- Performs monthly maintenance checks on the Hazmat truck and trailer and various types of equipment maintained by the Chemical Assessment Team.
- ~~Trains with~~Conducts quarterly hazmat trainings using hazmat fire tools and equipment to develop and maintain proficiency.
- Attends trainings and seminars regarding new developments in hazard mitigation and emergency response equipment.
- Maintains records and prepares reports related to work.

- Maintains contact with the department officers in the performance of fire department training activities and equipment
- Coordinates activities with other supervisors or other City departments.

**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.

- General knowledge of applicable local, state and federal rules, ~~regularions~~regulations and guidelines.
- Sufficient knowledge of Operations and Technician Level Hazmat and ability to manage the Chemical Assessment Team needs.
- Skill in operation of listed tools and equipment.
- General skill ~~operating~~operating standard office equipment and related hardware and software.
- Ability to train subordinate personnel; Ability to use various audio/visual and multi-media training devices; 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; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

### **Education and/or Experience**

High school diploma or GED and considerable experience working as a line officer, or equivalent combination of education and experience.

Firefighter I certification preferred.

Hazardous materials technician level certificate.

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**

Hazardous Materials monitoring equipment, chemical assessment kits, personal protective equipment used for hazardous materials mitigation. Full knowledge of hazmat vehicle and trailer in-tow operations. Full knowledge of supportive equipment and resources for hazardous materials response and mitigation.

Fire Apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radios and other communication devices, personal computer, fax machine, digital cameras.

**Physical Demands** This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, tasting or smelling, lifting and repetitive motions; work has standard vision requirements; vocal communication is

required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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 (non-weather), exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to vibration and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus 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.