

**City of Grand Rapids
Job Description**

Job Title: Hazardous Materials ~~Officer~~ Team Lead
Department: Fire
FLSA Status: Non-exempt
Approved By: City Council
Approved Date: January 1, 2015

Summary: Performs difficult advanced protective services and technical work administering, ~~supervising and managing the State Funded Chemical Assessment Team Contract~~, responding to emergencies where the chemical assessment team is needed in the state, and coverage area, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief. Continuous oversight is exercised over Hazardous Materials, Equipment and Training Assistant.

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 the Chemical Assessment Team Members in their assigned duties as directed under the Fire Chief.
- Administers duties required by the State of Minnesota pertaining to all team activities.
- ~~Submits monthly compensation reports of team expenses to the State of Minnesota for the City of Grand Rapids.~~
- ~~Ensure tha~~Supervises the Hazardous Materials Assistant in their assigned duties with vehicle and trailer are operational and ready for use at all times.
- Supervises the Hazardous Materials Assistant in regards to proper training of personnel at drills following the Hazmat Team skills task book required by the MN State Fire Marshal.
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- Completes timely calibrations of monitoring equipment.
- Administers, manages, and maintains record keeping of all team personnel including medical status and levels of certification.
- Completes and maintain inventory of team-owned and state-owned equipment and supplies.
- Purchases new equipment and consumable supplies for team use.

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- Communicates with the Fire Department Captains and Fire Chief in regards to the training needs of the Hazardous Materials Team Personnel.
- Attends the quarterly Team Advisory Committee meetings at various locations throughout the State of Minnesota.
- Attends monthly Officers meetings of the Grand Rapids Fire Department.
- Prepares a variety of reports including responsible party compensation reports, required medical and certification reporting.

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.

- Efficient knowledge from the Technician Level and Operations Level Certification to manage the Chemical Assessment Team needs. Obtain, or have obtained, the Specialist Certification with a support class in Incident Command/Commanding the Initial Response.
- Thorough knowledge of related local, state or federal rules, regulations, policies, practices or procedures.
- General knowledge of standard safety tools and equipment.
- Thorough skill operating standard office equipment and related hardware and software.
- Thorough skill operating standard accounting software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to learn specific or specialized tools or equipment.
- Skill in operation of listed tools and equipment.
- 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 front line officer, or equivalent combination of education and experience.

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, suits, gloves, boots for hazardous materials. Full knowledge of operation of vehicle and trailer in tow. Full knowledge of all supportive equipment and resources for a hazardous materials response setup.

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 occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, 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, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, 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.