



JOB FAMILY CONCEPT

This family consists of four levels of firefighter work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. This job family is distinguished from other job families by primary responsibility for providing firefighting and emergency medical services. Safety services positions carry a higher consequence of error than other job family groups, in that these positions have the ultimate accountability, and responsibility for protecting life and property. The Safety Services - Fire job family addresses responsibility for the following expertise areas:

- Firefighting
- Emergency Medical Services
- Rescue
- Fire investigation and inspection
- Student firefighter supervision and mentoring
- Training
- Staff supervision

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Mentor and direct activities of student personnel on standards, proper protocol and procedures as they relate to firefighting and emergency medical services
- Instruct and train student personnel on apparatus operation and maintenance in accordance with regulations and standards (e.g. NFPA, IFSAC, DOT)
- Create and maintain schedules
- Review and monitor schedules for accuracy to meet student and department needs
- Direct, manage and supervise daily preparedness activities to maintain fire department designation (e.g. ISO Class 2)
- Serve as the lead medic in charge of patient care
- Adhere to HIPAA regulations as they pertain to emergency medical services
- Formulate an incident action plan using risk-benefit analysis to achieve a positive outcome at an emergency or non-emergency scene
- Operate departmental apparatus and equipment
- Implement initial command and control procedures as incident commander utilizing proper protocols (e.g. National Interagency Incident Management system)
- Inspect equipment, apparatus, and personnel to ensure readiness for emergency situations
- Identify and repair or facilitate repairs for equipment and apparatus
- Complete and review documentation and reports for completeness, accuracy and compliance with approved standards



- Provide planning, design, and implementation of department training, vehicle maintenance and emergency medical services programs to meet standards (e.g. NFPA, DOT and State of Alaska)
- Coordinate multi-agency responses to emergency situations in accordance with mutual-aid agreements
- Review construction documents for code compliance using current accepted standards (e.g. International Fire, Mechanical and Building codes)
- Provide consultation services and conduct surveys as they relate to building fire and life safety
- Provide fire and life safety inspections of all university owned buildings, on and off campus
- Conduct fire investigations to determine area of origin, and fire cause determination according to accepted guidelines (e.g. NFPA 921)
- Obtain and otherwise preserve evidence at a fire scene
- Develop, implement, enforce and assess departmental operating policies, procedures, standards and guidelines
- Develop and deliver educational outreach programs as requested to public (e.g. University of Alaska staff, students, faculty, public schools, and residents)
- Provide building safety surveys to enhance department operations and increase firefighter safety
- Recommend new equipment and apparatus purchases
- Maintain records, forms and logs in accordance with policies and procedures
- Create and disseminate reports as required by external agencies (e.g. State of Alaska) or as required by law
- Act as a resource for emergencies and disaster preparedness for the University

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 04421

Grade 79

Non-Exempt

Descriptors

Work is performed under administrative supervision. Direct and participate in firefighting, emergency medical services, and rescue operations during emergency and non-emergency situations, and train student personnel on proper protocol and procedures during emergency and non-emergency situations. Act as incident commander until relieved by superior officer. Mentor student firefighters and assist them in reaching academic and career goals. Instruct, train and supervise** student firefighters during drills and classes. Interpret and apply regulations as they relate to firefighting and emergency situations. Lead** and participate in the maintenance of the station, vehicles and equipment. Prepare reports, forms and recommendations.



Knowledge, Skills, and Abilities

Knowledge of, and the ability to apply, the incident command system at the scene of an emergency. Extensive knowledge and understanding of current firefighting strategies, tactics, policies and procedures for emergency situations. Extensive knowledge of fire suppression and rescue techniques (i.e. emergency medicine, building collapse, water rescue, low and confined space rescue, and extraction techniques). Knowledge of procedures and policies as they apply to emergency situations. Knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to fire prevention, suppression, and emergency medicine. Knowledge of campus and fire service area structures, alarms systems and water supply locations. Knowledge of radio communication procedures. Ability to communicate clearly, effectively and tactfully in person and in writing. Ability to safely operate in protective equipment and clothing in hazardous environments. Ability to pass physical fitness test and maintain standards of physical fitness. Ability to work 24 hour shifts and be available for emergency call back as necessary. Ability to respond to and deal with people during stressful and traumatic situations. Ability to motivate, lead**, supervise** and mentor student firefighters.

Education and Experience

Associate's degree in related field and five years firefighting or emergency medicine experience, or an equivalent combination of training and experience. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required.

Level 2
PCLS: 04422

Grade 80
Non-Exempt

Descriptors

Work is performed under general direction. Supervise** and direct emergency response and act as the incident commander during emergency situations. Determine objectives and tactics to deal with emergency situations. Accountable in emergency situations for personnel, equipment, public safety and compliance with applicable regulations. Supervise** and schedule firefighters and captains. Manage and participate in the development of goals, objectives, policies and procedures for shift. Review and analyze data and initiate changes to procedures and corrective action where appropriate. Develop, implement and assess training programs as they relate to area of expertise or necessity. Authorize expenditures and participate in developing departmental budget. Monitor and evaluate shift efficiency and effectiveness for service delivery methods and procedures. Identify and implement opportunities for improvement. Prepare reports, forms and recommendations and ensure compliance with applicable requirements. Perform inspections and ensure proper maintenance of grounds and buildings. Evaluate and recommend repair and replacement needs.

Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of, and the ability to apply, the incident command system at the scene of an emergency. Advanced knowledge and understanding of current firefighting strategies, tactics, policies and procedures for emergency situations. Advanced



knowledge of fire suppression and rescue techniques (i.e. emergency medicine, building collapse, water rescue, low and confined space rescue, and extraction techniques). Advanced knowledge of procedures and policies as they apply to emergency situations. Advanced knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to fire prevention, suppression, and emergency medicine. Advanced knowledge of campus and fire service area structures, alarms systems and water supply locations. Advanced knowledge of radio communication procedures. Advanced knowledge of areas described at level one. Advanced knowledge of budgeting procedures and techniques. Skilled in public safety administration. Management skills to balance adequate response to emergency situations. Ability to serve as incident commander. Ability to create comprehensive reports utilizing appropriate files and records. Ability to analyze problems and situations, and identify solutions, consequences of actions and implement recommendations.

Education and Experience

Associate's degree in related field and ten years firefighting or emergency medicine experience, five years of the total experience as an officer/captain, or an equivalent combination of training and experience. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required. Bachelor's degree in related field preferred.

Level 3
PCLS: 04423

Grade 81
Non-Exempt

Descriptors

Work is performed under general direction. Review building plans for code compliance, and required and desirable fire safety features. Has the final authority and approval for plans, and may implement stop work procedures if necessary. Enforce state electrical, mechanical, fire, and building codes. Meet regularly with State and Federal officials as well as design professionals to ensure that UAF has code compliant facilities. Oversee the Deferred Authority program from the State of Alaska. Inspect facilities to ensure compliance with applicable codes. Write and revise codes and technical features. Manage and coordinate fire prevention activities, fire and life safety inspections, and pre-fire planning. Conduct fire investigations according to accepted guidelines. Work closely with law enforcement in cases of arson and testify as an expert witness when necessary. Respond to media inquiries. Design and deliver fire and life safety training programs. Manage databases, logs, plans, applications, records and inspection reports to ensure compliance with applicable standards. Create and ensure submission of reports for dissemination to public agencies. Assist with fire department operations as necessary.

Knowledge, Skills, and Abilities

Same as level two, plus: Expert knowledge of codes and applicable state laws as they relate to plan reviews. Knowledge of, and the ability to interpret, apply, develop, enforce and implement University policies, procedures, regulations, state and federal laws and codes (e.g. electrical, ADA, building, fire and mechanical). Expert knowledge of fire investigation procedures and techniques. Excellent communication and public speaking skills. Ability to keep abreast of code changes, interpret these changes, and apply them to existing structures. Ability to research, analyze and



evaluate new service delivery methods, procedures and techniques. Ability to create and deliver presentations in various forums.

Education and Experience

Associate's degree in related field and ten years fire marshal, firefighting, or emergency medicine experience, five years of the total experience as a deputy fire marshal, or an equivalent combination of training and experience. Certification as an ICBO Plans Examiner, Fire Code Inspector, Mechanical Code Inspector and state certified Fire Investigator required. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required. Bachelor's degree in relevant field preferred.

Level 4
PCLS: 04424

Grade 83
Exempt

Descriptors

Work is performed under long-range administrative direction. Manage and direct emergency and fire department personnel. Accountable for overall administration of fire/emergency medical department. Oversee contract with borough to provide emergency and fire services to community and work closely with a Fire Service Area Commission on borough-wide matters. Develop, implement and assess programs (e.g. training, fire prevention, rescue techniques, student firefighter recruiting). Ensure training standards and requirements are met and attained. Coordinate with academic programs to provide training. Develop and manage budget. Develop, review and implement long-range and strategic plans, departmental goals, objectives, policies and procedures. Prepare reports for administration and external agencies. Represent the department, provide technical advice and serve as the primary contact for external agencies. Respond to requests for information and justification of action. Provide leadership to external agencies to coordinate mutual aid agreements, disaster planning and to establish shared services. Serve as a resource to university community in the area of emergency and disaster preparedness, and emergency exercise design and implementation. Initiate action to change fire, building, mechanical codes to reflect changes in construction materials and techniques. Prepare recommendations for the purchase of new equipment or apparatus. Perform functions of lower level positions as required.

Knowledge, Skills, and Abilities

Same as level three, plus: Knowledge of administration of a fire/emergency medicine department. Knowledge of departmental goals, objectives and university structure. Knowledge of program administration and development. Ability to supervise** department operations and personnel. Ability to manage and administer budgets. Ability to create long-range and strategic plans. Ability to develop, implement and assess comprehensive programs. Ability to effectively communicate and interact with external agencies.



Education and Experience

Bachelor's degree in related field and eleven years progressively responsible experience, or an equivalent combination of training and experience. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required.

- * **Complexity:** Refers to the interpretation of University regulations, emergency medicine and firefighting practices and protocols, and State and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complex positions require more specialized training and knowledge to complete tasks. Complexity also increases as positions supervise more diverse emergency situations, functional areas, and types of positions.
- * **Scope:** Refers to the impact of decisions a position has on the department, campus, University, or other external community members.
- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]