

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 fire investigation and inspection, 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 Fire Operations Job Family addresses responsibility for the following expertise areas:

- Firefighting
- Emergency Medical Services (EMS)
- Rescue
- Fire investigation and inspection
- Staff training and supervision
- Student firefighter supervision and mentoring

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. National Fire Protection Act (NFPA) , International Fire Safety Accreditation Congress (IFSAC), Department of Transportation (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.
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Level 1 Captain
PCLS: 04421

Grade 79
Non-Exempt

Descriptors

Work is performed under general 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, and additional areas of responsibility as assigned. 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 a 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. Bachelor's degree preferred.

Level 2 Battalion Chief
PCLS: 04422

Grade 80
Non-Exempt

Descriptors

Work is performed under administrative 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 areas of expertise or necessity. Authorize expenditures and participate in developing departmental budgets. 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

Bachelor'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. Master's degree in a related field preferred.

Level 3 Deputy Fire Chief
PCLS: 04423

Grade 82
Exempt

Descriptors

Work is performed under administrative supervision. Direct Fire Department Operations personnel. Accountable for overall administration of a mission critical fire/emergency medical

department. Oversee multiple contracts with the local borough to provide emergency medical and fire services to the 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 multiple budgets from several different funding sources. Develop, review and implement long-range and strategic plans, departmental goals, objectives, policies and procedures Assist in preparing reports for administration and external agencies, to include the local borough. Represent the department, provide technical advice and serve as the primary contact for external agencies. Respond to requests for information and justification of action. Assist in 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 assist in long-range and strategic plans. Ability to assist in developing, implementing and assessing comprehensive programs. Ability to effectively communicate and interact with external agencies.

Education and Experience

Bachelor's degree in related field and 10 years progressively responsible experience, or an equivalent combination of training and experience. National Fire Academy Executive Fire Officer Graduate preferred. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required.

Level 4 Fire Chief/Emergency Services Director **PCLS: 04424**

Grade 84
Exempt

Descriptors

Work is performed under long-range strategic administrative direction. Manage and direct Emergency Management Division, Fire and Life Safety Division, and Fire Department Operations personnel that are large in complexity* AND scope*. Accountable for overall administration of a mission critical fire/emergency medical department. Oversee multiple contracts with local borough to provide emergency medical and fire services to the 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 develop and provide training to meet the emergency services workforce demands of Alaska, and the United States. Develop and manage multiple budgets from several different funding sources, both operational and capital requests. Develop, review and implement long-range and strategic

plans, departmental goals, objectives, policies and procedures. Prepare reports for administration and external agencies, to include the local borough and the State of Alaska. Maintain State of Alaska Fire Department accreditation. 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 and negotiate mutual aid agreements, disaster planning and to establish shared services. Work within the scope of the collective bargaining agreement for the previous levels. Serve as a resource to the 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, and supervise the procurement process. Perform functions of lower level positions as required. Serve on the University Core Action Team and University Incident Management Team.

Knowledge, Skills, and Abilities

Same as level three, plus: Expert 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 and lead**. Expert 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

Master's degree in related field and fifteen years progressively responsible experience, or an equivalent combination of training and experience. National Fire Academy Executive Fire Officer Graduate. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required.

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- * **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. Individuals must be fluent in the assigned area of responsibility.
 - ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.