

# GLASSY MOUNTAIN FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURE

TITLE	SUBJECT	POLICY #
PERSONNEL	POSITION DESCRIPTIONS	807

### PURPOSE:

To establish a rank structure and associated job descriptions for all positions within the Glassy Mountain Fire Department.

### RESPONSIBILITY:

It shall be the responsibility of all fire department personnel to be familiar with this policy.

### POLICY:

The GMFSA Commission Board establishes the job description for the Fire Chief.

The Fire Chief establishes the job levels and job descriptions for the effective operation of the department and receives authorization from the GMFSA Commission Board to implement the required positions.

### POSITIONS:

#### A. Fire Chief

**Job Summary:** Plans, organizes and directs fire prevention, fire suppression, emergency medical services, hazardous material incidents, disaster planning, regulatory compliance, facility maintenance, equipment management, community relations, loss prevention (safety, worker's compensation, liability, etc), positive employee/volunteer relations and training activities; and performs all other related duties as required.

**Brief Description of Job Position:** Work involves responsibility for the administration and coordination of all Fire Department activities; the recommendation of departmental policies and procedures to the Board, including regulations pertaining to fire fighting and fire prevention, operating standards within the limitations of laws, regulations, and policies from higher authority. Work also includes the preparation of the annual budget; recommendations for capital improvements; administration of a comprehensive paid and volunteer personnel program which includes selection, placement, discipline, and in-service training. Supervises directly or through subordinate supervisors all employees of the department.

Work is performed under the direction of the GMFSA Board of Commissioners who establish policy and procedure and review work primarily in the interest of insuring fire safety and prevention for the Glassy Mountain Fire Service Area.

*The GMFSA Board reserves the right to add, modify, change or rescind work assignments as needed and shall provide written notice of any such modification(s).*

**Essential Functions:**

- Plans, organizes, and directs all departmental fire suppression, fire prevention, and rescue programs.
- Supervises directly or through subordinate supervisors all employees of the department; takes personal command of the activities at all major fires/incidents.
- Develops, recommends and executes approved training plans and programs for the department and maintains departmental firefighting efficiency.
- Maintains equipment and facilities in optimum conditions for firefighting activities. For situations outside the scope of his or her expertise or time, utilizes the services of outside vendors with approval of the GMFSA Treasurer or the GMFSA Board.
- Develops and implements a program for volunteer firefighters and emergency medical treatment personnel to address recruitment, retention, motivation, recognition, and promotion.
- Fulfills duties as a Fire Marshall by ensuring enforcement of fire prevention laws and ordinances including regulations for public assemblies, the handling and storage of combustible materials, and the use of inflammable liquids and explosives. Makes final interpretation of fire and building regulations, ordinances, codes, and applicable laws to ensure compliance.
- Exercises purchasing and budgetary control; reviews and gives departmental approval to specifications for new equipment and apparatus.
- Coordinates and prepares a variety of reports related to operational measurements, strategic plan, and annual operating plan and makes presentations as directed by the GMFSA Board.
- Allocates, directs, motivates and evaluates departmental personnel to help: (1) achieve their individual goals; (2) collectively achieve the department's mission; and (3) lead to employees' growth and accountability for their actions.
- Recruits and retains qualified personnel at all departmental levels, consistent with applicable laws and regulations.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Develops and analyzes the department's organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure; ensures that personnel are deployed appropriately to meet the needs of the GMFSA efficiently.
- Directs the preparation and analysis of department records and written reports to assure efficient operation, to meet service demands, and comply with authorized requests for information regarding department activities and personnel.

- Performs public relations function as directed by the Board, except when responding as Chief/Incident Commander on issues related to press inquiries.
- Attends national, regional, state, and local conferences, conventions, and other educational meetings to keep abreast of modern firefighting methods and administration in accordance with budgeted resources and with board approval.
- Directs and participates in planning, organizing, and conducting a district-wide fire prevention educational program. Cooperates with other county departments and other local, state, and federal organizations to optimize coordinated efforts for fire suppression, prevention, and enforcement and emergency medical issues; administers contracts with jurisdictions purchasing the department's services.
- Maintains familiarity with state laws governing the districts functioning and advises the GMFSA Board on these matters when appropriate. Not responsible for the Board's decisions related to such matters.
- Recommends, through the Strategic Planning process, the implementation of programs and use of equipment to help the Department achieve its objectives.
- Presents departmental issues and makes recommendations to the GMFSA Board on major issues requiring policy direction.
- Identifies federal, state and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.

**Education and Experience Requirements:** Ten or more years of progressively responsible related experience, and possesses the combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**License and/or Certifications:** In accordance with state laws.

**Knowledge, Skills, and Abilities Requirements:** Thorough knowledge of fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, recordkeeping, and department administration. Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals.

- Skill in effective, clear and persuasive oral and written communications.
- Ability to negotiate and administer contracts.
- Skill in resolving conflicts and gaining cooperation among competing interest groups in the district.
- Ability to develop and maintain productive relationships with officials, community groups, boards, and the general public.

- Ability to identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.

## **B. Assistant Chief**

- The Assistant Chief has the same responsibility as Fire Chief in his absence or as delegated by the Chief.

**Minimum qualifications are the same as the Fire Chief.**

## **C. Battalion Chief**

- Battalion Chiefs shall direct and supervise the activities of their assigned Battalion in the department.
- Their authority is granted by the Chief.
- Battalion Chiefs shall have an advanced level of training and experience in firefighting techniques and shall exhibit the ability to lead and supervise others.
- As the commanding officer of a Battalion, Battalion Chiefs are responsible for the firefighters, assigned to their Battalion. Responsibilities include, but are not limited to, the safety and training of personnel, receiving leave time requests and sick time notifications.
- Battalion Chiefs are responsible for all equipment and apparatus under their control including keeping current records and inventory, for maintaining all apparatus in good running condition, and for returning all equipment and apparatus to its proper place, clean and in good working repair after each use. Examples of records include response and training reports, daily vehicle and SCBA logs. Examples of inventory include station and vehicle equipment and medical supplies.
- Battalion Chiefs will be assigned annual projects (fire hose, apparatus, hydrant maintenance and testing, rope rescue/special operations, EMS, Cadet program, public education and safety and training).
- Battalion Chiefs may be assigned major areas of responsibility such as Fire Marshal/Community Risk Reduction, Emergency Medical Services Coordination and Training, Fire Training and Safety, and/or Vehicle Maintenance (including Small Tools/Equipment and pump testing).
- Major areas of responsibility will be paid a stipend per annum, added to their hourly rate as follows:
  - Fire Marshal/Community Risk Reduction Coordinator - \$1,500
  - Medical Training Coordinator - \$1,500
  - Community Risk Reduction Coordinator - \$1,500
  - Emergency Medical Services Coordination and Training - \$2,500
  - Fire Training and Safety Coordinator - \$2,000

- Vehicle Maintenance Coordinator (including small tools/equipment and pump testing) - \$2,000

**Minimum Qualifications:**

Battalion Chiefs will meet or exceed the requirements of each subordinate position and for consideration for advancement to the next highest position within the department a Battalion Chief must possess the certifications listed below:

- Fire Officer 2
- Fire Instructor 1
- The New Fire Chief or Fire Chief 101
- Advanced EMT or Paramedic
- Associate's degree in management, Fire Service or EMS or higher preferred

**D. Lieutenant**

- The Lieutenant is responsible for the supervision of other firefighters in the absence of a superior officer. Authority is granted by the Chief.
- Duties include supervising the upkeep of apparatus, equipment, stations and grounds.
- The Lieutenant must have a considerable knowledge of the principles and practices of modern fire suppression and prevention.
- Must have a thorough knowledge of the district including all streets, water sources, major hazards, departmental resources and regulations.
- The Lieutenant should exhibit a mastery of the proper use and maintenance of all GMFD equipment and apparatus.
- Must demonstrate an ability to lead and supervise others. The Lieutenant is expected to be able to assist with building surveys, training sessions and safety lectures. Should possess physical stamina and endurance.
- Leads firefighters in extinguishing fires and performing related tasks.

**Minimum Qualifications:**

Six years in the Fire Service (Minimum 2 years continuous service with the GMFD)

- Fire Officer 2 (Preferrable)
- Fire Officer 1
- Fire Service Instructor
- Pump Operations 2

## **E. Engineer**

- The Engineer is responsible for driving fire apparatus safely to and from the scene of emergencies and for operating the pump and equipment efficiently at the scene. Prepares for pumping operation by seeing that hydrant connections are made.
- Pumps water to the scene at a designated pressure. Ensures that suction hose and supply hoses are properly located, watches the condition of the motor and unit during operations and makes necessary adjustment or changes.
- Operates generators. May perform firefighting duties, such as raising and climbing ladders, using various types of extinguishers, ventilating buildings, removing persons from danger, throwing salvage covers and removing debris.
- Participates in fire drills and attends classes in firefighting and first aid.
- Checks engines and inspects apparatus and pumps, including ignition, batteries, brakes, all fluid levels and all equipment carried to assure that the apparatus and equipment are in good working condition; and he notifies the Officer in Charge if there is any defect.
- Cleans equipment and apparatus after returning from an emergency alarm.
- Assists in keeping the fire station in a clean and orderly condition at all times and performs related work as required.
- Directs subordinates in the absence of an officer.
- The Engineer will have knowledge of modern firefighting principles, practices and procedures, including hydraulics.
- Has knowledge of and skill in the operation and maintenance of the various types of apparatus and equipment used in emergency activities.
- Has knowledge of the physical layout of the district, including the location of water sources and all streets.
- Knowledgeable of the department rules and regulations. Knowledge of emergency medical principles and skill in their application.
- Possesses the ability to react quickly and calmly in an emergency situation and the ability to operate heavy fire apparatus safely and efficiently.
- Has the ability to make mental calculations of the engine and working pressures required for fireground operations and an aptitude for performing mechanical work under adverse conditions.

### **Minimum Qualifications:**

- Two years in the Fire Service (Minimum 1-year continuous service with the GMFD)
- Firefighter II certification
- Pump Operations 2
- Emergency Vehicle Driver Training (EVDT) certification
- Must possess a valid South Carolina Commercial (Career) or South Carolina Class

E Driver's License (Volunteer).

## **F. Sergeant**

### **Operations Sergeant**

- The Operations Sergeant assists with fire department operations under the direct supervision of the Battalion Chief charged with the overall responsibility for training.
- Authority and selection are granted by the Chief.
- The Operations Sergeant must have an advanced level of training and experience in firefighting and instructional techniques, and he must exhibit the ability to lead and supervise others.
- Advises the Training Officer of needs and anticipated future needs during the budget preparation process.
- Functions as the on-scene Safety Officer as assigned by the Incident Commander

### **Medical Training Sergeant**

- The Medical Training Sergeant directs and supervises the medical training of the department under the direct supervision of the Battalion Chief charged with the overall responsibility for training.
- Authority is granted by the Chief.
- The Medical Training Sergeant must have an advanced level of training and experience in emergency medical and rescue techniques, and he must exhibit the ability to lead and supervise others.
- Advises the Training Officer of needs and anticipated future needs during the budget preparation process.
- Works in conjunction with the Training Officer in the development and implementation of the medical training program involving the DOT Emergency Medical Responder (EMR) curriculum, CPR training utilizing the AHA program and all allied requirements such as, but not limited to, Exposure Control, Hepatitis B, TB, and HIPAA programs.

### **Minimum Qualifications:**

- Minimum one-year continuous service with the Glassy Mountain Fire Service Area.
- Certification as an Interior Firefighter.
- Advanced Emergency Medical Technician or Paramedic certification.
- Fire Service Instructor, EMS Instructor, or CPR Instructor certification.

## **G. Medical Supply Coordinator**

- The Medical Supply Coordinator is responsible for maintaining the minimum inventory levels of EMS supplies and equipment.

- Authority is granted by the Chief.
- The Medical Supply Coordinator must have an advanced level of training and experience in emergency medical and rescue techniques and must exhibit the ability to lead and supervise others.
- Responsibilities include maintaining a sufficient current inventory of medical equipment and supplies, replacing consumables and supplies after use.
- This position is responsible for the cleanliness and maintenance of medical equipment.
- Advises the Battalion Chief with overall responsibility for EMS of needs and anticipated future needs during the budget preparation process.

**Minimum Qualifications:**

- Minimum one-year continuous service with the Glassy Mountain Fire Service Area.
- Emergency Medical Technician, Advanced EMT or Paramedic certification.
- Fire Service Instructor, EMS Instructor, or CPR Instructor certification preferred.

**H. Firefighter**

The Firefighter is responsible for performing hazardous tasks under emergency conditions. Work includes various duties in the maintenance of the fire station and grounds and the preventative and corrective maintenance of vehicles and equipment. The position requires excellent physical condition and an aptitude for mechanical work. Work may involve close contact with toxic chemicals, explosive mixtures and radioactive materials. Each firefighter is expected to become a skilled apparatus operator.

- The Firefighter makes openings in burning buildings for ventilation and entrance. Opens holes in roofs and floors when necessary.
- Removes people from buildings and vehicles.
- Lays and connects hose lines and operates nozzles directing water streams.
- Operates portable extinguishers.
- Performs salvage operations such as covering furniture, mopping floors, and clearing debris.
- Drives and operates pumpers and other equipment.
- Cleans, maintains and makes minor repairs on the firefighting equipment.
- Participates in drills and in individual and group training courses, including firefighting theory and practice, emergency medical training, and instruction about hydraulics, the use of tools and the tying of ropes and knots.
- Makes periodic inspections of buildings in the district for fire hazards.
- Provides emergency medical treatment to ill and injured persons involving the application of medical techniques.
- Inspects fire hydrants for operating and physical condition.
- The work requires strict adherence to department rules and regulations.
- Must become readily familiar with modern methods and procedures.

- Superior officers indicate specific tasks, methods, and procedures to be followed. Orders of superiors must be executed promptly and efficiently. The firefighter may occasionally, in the absence of an officer, exercise supervision over other firefighters.
- GMFD firefighters must have the ability to get along well with others, an ability to understand oral instructions, and a willingness to perform any task assigned.

**Minimum Qualifications:**

- Firefighter II Certification (Career)
- Firefighter I Certification (Volunteer)
- Emergency Medical Responder (EMR) certification (NREMT-B or higher preferred)
- Must possess a valid South Carolina Commercial (Career) or South Carolina Class E Driver's License (Volunteer).

**DEFINITIONS**

N/A

**REFERENCES**

N/A