

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Air Rescue Fire Fighter Supervisor

Class Code: 60635

Pay Grade: GI

A. Purpose:

Directs, manages, and supervises fire department operations, personnel, and related resources and plans, organizes, and directs associate fire department activities to ensure appropriate fire and medical services are provided to the South Dakota Air Guard Base and the Sioux Falls Airport Authority.

B. Distinguishing Feature:

Air Rescue Fire Fighter Supervisors supervise fire fighters and plan, organize, manage, and direct fire department activities.

Air Rescue Fire Fighters provide fire protection, emergency medical services, and related services.

Senior Air Rescue Fire Fighters are crew chiefs during emergencies, act as a station commander, and are lead workers over Air Rescue Fire Fighters.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs, manages, and supervises fire department personnel and resources to ensure proper fire, rescue, and medical services are provided to the Air National Guard and the Sioux Falls Airport Authority.
 - a. Oversees daily operations of the fire department.
 - b. Directs fire fighting crews during emergency situations dealing with military aircraft, commercial aircraft, cargo aircraft, base building structures, hazardous materials, munitions on aircraft and in storage, and emergency medical services.
 - c. Coordinates fire protection activities with other staff or support agencies and mutual aid agreements with civilian municipalities.
 - d. Schedules drills to observe fire fighters fire fighting and rescue proficiencies.
 - e. Develops, coordinates, and initiates fire department standard operating procedures and guidelines.
 - f. Ensures procedures and guidelines are current and communicated to all department personnel.
 - g. Ensures the fire department complies with the National Fire Protection Association 1500 Fire Department Occupational Safety and Health Program.
 - h. Supports investigations and evaluates fire incidents, determines causes, and estimates damages and costs.
 - i. Preserves fire investigation evidence.
 - j. Ensures fire fighters utilize proper techniques for rescuing victims from aircraft, vehicles, and buildings.
 - k. Ensures staff carries out their personal accountabilities.
 - i. Checks records to see that required duties have been performed and entered into the log.
 - ii. Maintains awareness of staff activities.
2. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.

- a. Interviews new staff and recommends selections to the Fire Chief.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Administers proficiency training to fire fighting personnel.
 - f. Ensures personnel obtain and maintain proper licenses and certifications to operate fire department vehicles.
3. Organizes, inventories, and purchases supplies including office equipment, station supplies, apparatus equipment, and personal protective equipment to ensure the fire department has the necessary supplies to maintain and carry out operations.
 - a. Maintains records on fire department expenditures.
 - b. Maintains back-up supplies.
 - c. Prepares documentation and orders for supplies and equipment.
 - d. Calls for bids for various pieces of equipment and supplies.
 - e. Provides fiscal office with information to prepare purchase orders.
 - f. Tracks where supplies are coming from, what has been received, and what will be delivered.
 - g. Turns paperwork in to fiscal office after supplies and equipment are received.
 - h. Discusses major purchases with the Fire Chief and gets his approval.
 - i. Monitors budget balances and provides input in budget development.
4. Performs duties as the fire department training officer to ensure all required and necessary training is accomplished.
 - a. Organizes the annual training plan and breaks down what training will be accomplished each month.
 - b. Posts training for all members before classes start.
 - c. Trains personnel and delegates training responsibilities to other personnel.
 - d. Maintains training records on fire department personnel.
 - e. Establishes training drills and sessions.
 - f. Orders training materials.
 - g. Completes training reports.
 - h. Administers practical exams and tests for fire fighting personnel.
5. Develops, signs, and posts monthly work schedules for each shift to ensure a sufficient number of personnel are scheduled to cover shifts.
 - a. Reviews and approves leave requests from fire fighting personnel.
 - b. Reviews flight schedules for the F-16's.
 - c. Reviews required-training schedules.
 - d. Examines past work schedules.
 - e. Distributes copies of the work schedule to all staff.
 - f. Adjusts the schedule to accommodate for staff and facility needs.
6. Schedules and coordinates annual medical physicals for fire department personnel and maintains a health database for fire department staff to ensure a doctor determines if staff is medically fit to perform their duties.
 - a. Schedules staff physicals based upon fire fighter's age and the anniversary date of their employment.
 - b. Recommends staff for light duty assignments based upon a decision by their medical doctor.
 - c. Administers a physical agility test for new-hires and ensures that they have a medical physical completed prior to being hired.

7. Performs duties as the Deputy Fire Chief for the Air Rescue Fire Department to ensure operations are carried out and fire protection and rescue services are provided.
 - a. Attends meetings on the behalf of the Fire Chief.
 - b. Deals with personnel problems.
 - c. Recommends approval of overtime.
 - d. Directs all fire station operations and activities in the Fire Chief's absence.
8. Performs duties as the Emergency Medical Services Training Coordinator to ensure personnel are kept up-to-date on current medical practices involving pre-hospital patient care.
 - a. Maintains records on EMT recertification hours for fire department personnel.
 - b. Coordinates medical training with other agencies.
9. Maintains accountability for technical services personnel to ensure building inspections, fire alarm testing, fire suppression testing, pre-fire planning, and fire extinguisher maintenance duties are carried out.
 - a. Supervises the fire fighter assigned to the duties of technical services manager.
 - b. Monitors required building and equipment inspections.
 - c. Assists the technical services manager in resolving issues with building managers.
10. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Fire Chief and supervises Senior Air Rescue Fire Fighters and Air Rescue Fire Fighters.

E. Challenges and Problems:

Challenged to supervise staff on rotating shifts. This is difficult because of the need to ensure that staff maintains career development, participate in proficiency training, and are performing duties effectively.

Typical problems include making quick decisions during emergency situations that could affect the well being of the fire fighters and or victims, monitoring training for fire fighting personnel, ensuring there are adequate supplies to accomplish daily activities, tracking the receipt of supplies, keeping track of all required data and personnel records, developing workable schedules for twenty-four hour coverage, keeping policies up-to-date, rotating personnel through training due to shift schedules, and keeping track of programs with different inspection dates.

F. Decision-making Authority:

Decisions made include how to direct and supervise the response to an aircraft or structure fire, whether mutual aid or other resources are needed, when to terminate an emergency response, training needs of staff, rotating work schedules, what supplies and back-up equipment is needed, the agenda of classes, when to have drills and do proficiency training, who to assign to vehicles and other station duties, recommend modifications to procedures, how to implement federal guidelines for their facility, whether to increase the amount of training for the fire fighters, and scheduling of emergency medical training.

Decisions referred include which personnel to send to outside training, approval on the purchase of large items, approval of overtime requests, reassignment of personnel to other duties or light duty status, the budget, and approval of training schools for technical services staff.

G. Contact with Others:

Daily contact with base personnel, personnel at the Sioux Falls Fire Department training center, and airport authority personnel to give and receive information; daily contact with the fiscal office to give and receive information; weekly contact with the medical doctor on contract to discuss medical the duty status of current employees and if applicants can meet required medial condition requirements; weekly contact with base civil engineering commander to discuss fire safety concerns and needs in buildings and on the flight line; periodically with vendors/manufacturers of equipment to discuss problems or enhancements; and as needed with pilots, aircraft crews, passengers, and Air Base personnel to direct their activities during fire, crash, and rescue procedures; and as needed contact with metro communications, civil defense, and Sioux Falls Fire Department for mutual aid in carrying out fire department functions.

H. Working Conditions:

These positions are exposed to extreme heat, heavy smoke, and hazardous atmospheres. Work in confined and cramped areas. Faces potential exposure to hydrazine, explosives, and munitions while working with F-16's. Is exposed to the potential hazard of ingestion by jet engines while carrying out crash and rescue procedures on aircraft.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the Air National Guard's fire protection mission and organization;
- communications security;
- industrial safety objectives;
- fire protection publications and Air Force fire protection regulations;
- fire behavior science;
- rescuing personnel in emergency situations;
- F-16 weapons, munitions, explosives, shut down, and egress procedures;
- chemical fire fighting tactics at DOD operational level and HazMat Incident Command level;
- alarm and communications systems operation procedures;
- principles of structure and aircraft fire fighting techniques;
- aircraft arresting systems;
- air base and airport authority building construction and designs;
- crash and fire rescue procedures for aircraft and buildings;
- emergency power unit (EPU) operations and dangers associated with the F-16 and other aircraft;
- aircraft and building exits;
- emergency medical services;
- how to operate related fire equipment and vehicles.

Ability to:

- supervise;
- deal tactfully with others and maintain a positive and professional demeanor;
- maintain required certifications in emergency medical services, vehicle and equipment operation, and fire tactics;
- use a computer and operate alarm room and communications center;

- react effectively in emergency situations;
- work in confined or cramped areas;
- follow hand signals and verbal directions;
- operate a self contained breathing apparatus (SCBA);
- operate fire suppression equipment and vehicles as needed;
- lift and carry personnel from aircraft;
- identify and react to emergency situations;
- promote team work;
- maintain positive and open communications;
- follow and implement fire department Standard Operating Procedures (SOPs).

J. Licensure and Certification:

Must successfully complete and maintain required Department of Defense (DOD) mandatory certifications as referenced in DOD 6055.06M “DOD Fire and Emergency Services Certification Program.”

No applicant may be appointed to one of these positions unless the following requirements are met (in accordance with standards established by the Air Force Regulations Handbook):

1. Normal color perception;
2. Possession of at least 20/100 uncorrected vision in each eye, corrected to 20/20 in one eye and 20/30 in the other eye;
3. No medical history of pyrophobia, acrophobia, or claustrophobia;
4. Security Clearance: ANGFWA Fire Fighters must obtain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas in the performance of their duties; and
5. Successfully pass physical testing and a medical examination.