

Job Class Code: 7330	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise emergency response personnel and oversee protective services operations. The class is responsible for supervision and oversight of emergency response, on scene command, emergency medical treatment, training, station and equipment maintenance, public services, logs, records, and reports, and other administrative functions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises protective services staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Responds to fire or other emergencies; accesses situation, takes mitigating actions, and rescues persons from danger as required; may assume command in absence of superior officer.
- Oversees medical services including identifying persons requiring immediate care, providing advanced, pre-hospital medical services and transporting victims for further medical care.
- Provides or oversees technical and professional training and education for emergency response personnel, and others, including developing training curriculum, training materials, and presenting training.
- Assists the public by providing or overseeing safety related services, tours, public presentations or events to promote safety consciousness; inspects public facilities for safety related problems.
- Assists with planning, policy and procedures development; monitors operations and endures adherence to established policy and procedures.
- Makes inspections of apparatus and equipment and requisitions replacements as required; monitors supplies and materials and orders or oversees ordering of replenishment; monitors cleaning and maintenance tasks in and about assigned station.
- Oversees fire prevention inspections and planning for fire and other emergency operations; serves on planning boards or committees.
- Performs or oversees administrative functions such as recording information, preparing budgets, controlling expenditures, and compiling reports.
- Attends or conducts continuing education or in-service instruction in firefighting methods, equipment operation, rescue procedures, hazardous materials mitigation, medical services, and related subjects.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical and professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, crime victims, patients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	<p>Requires any combination of education and experience equivalent to an associate's degree in fire science and emergency medical services or closely related fields.</p> <p>2011</p> <ul style="list-style-type: none"> • Completion of Instructor I course • Completion of Incident Safety Officer course <p>2013</p> <ul style="list-style-type: none"> • All 2011 benchmarks • Released as an Acting Officer • Completion of the City Supervisory Certificate Program • Completion of Officer I course • Completion of 12 credits of the Fire Science Supervisor certificate or 18 credits towards an associate's degree <p>2015</p> <ul style="list-style-type: none"> • All 2011 and 2013 benchmarks • Completion of the COOP class • Completion of 21 credits in the Fire Science Supervisor certificate or 36 credits towards an associate's degree <p>2017</p> <ul style="list-style-type: none"> • All 2011, 2013, and 2015 benchmarks • Completion of the Fire Science Supervisor certificate or 48 credits towards an associate's degree <p>2019</p> <ul style="list-style-type: none"> • All 2011, 2013, 2015, and 2017 benchmarks • Completion of the Fire Science Supervisor certificate or an associate's degree with the COOP class
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of post-probationary, uninterrupted service as a Firefighter.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special skills and/or equipment certifications including Firefighter, EMT-B, and related certifications are required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.