

Job Class Code: 7325	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform responsible protective service and support work to include scheduling, planning and other related administrative functions. Work is performed under regular supervision and supervision may be exercised over Senior Firefighters and other staff.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Responds to alarms, drives equipment, and assists in the suppression of fires. • Responds to emergency calls, drives equipment and administers first aid. • Observes patient responses and maintains accurate and complete records. • Checks and prepares equipment and supplies for treatment. • Prepares schedules and reports. • Coordinates administrative activities for a fire district under direct supervision of the Battalion Chief. • Communicates with station officers and firefighters to carry out directions of Battalion Chief. • Keeps records pertaining to district operations. • Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas basic geometry involving plane and solid figures or circumferences, areas, and volumes or 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; may present training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems, and or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients, or others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a high school diploma or GED. An associate's degree in fire science, emergency medical services or a closely related field is preferred.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of service as a sworn Senior Firefighter/EMT (PS04) with the Chesapeake Fire Department and fifteen years of continuous service with the Chesapeake Fire Department.
Special Certifications and Licenses	Requires a valid driver's license or CDL and driving record in compliance with City Driving Standards. Special skills and/or equipment certifications including Firefighter 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.

Revised 11/18/19