ASHEVILLE, NORTH CAROLINA

Classification Specification

Fire Safety Officer
Job Code: 2095
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and implement recruitment and training programs for the Fire Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned recruits, processing recruit concerns and problems, directing work, counseling, disciplining, and completing recruit performance appraisals.

Organizes, prioritizes, and assigns training activities: prioritizes and schedules training to meet objectives; ensures that recruits have the proper resources needed to complete the assigned tasks; monitors status of work in progress and inspects completed work; and consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Implements firefighter training program, to include firefighting techniques, fire prevention theories, fire suppression, hazardous material mitigation, proper rescue activities, and emergency medical services functions: coordinates, prepares, and/or conducts training sessions and materials; coordinates, prepares, and/or presents

classroom and physical training programs utilizing a variety of media, resources, and fire equipment and apparatus; coordinates and prepares classrooms, equipment, and materials required for lessons; develops lesson plans, testing materials, and assignments; prepares and distributes testing material, administers tests, and scores results.; grades and evaluates assignments and training activities; and coordinates and schedules training by other instructors.

Coordinates recruitment processes: provides information to and answers questions from candidates; receives, sorts through, and screens applications; coordinates and conducts pre-employment screening and testing; develops interview questions and assists in interviewing candidates; proctors and grades written tests; conducts fitness assessments and documents results; compiles screening, interview, and testing information for each candidate; makes hiring recommendations; and maintains related documentation and files.

Ensures adherence to established safety procedures: monitors training environment and use of safety equipment to ensure safety of employees and other individuals; ensures maintenance and testing of fire equipment and tools; ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in firefighting, emergency medical treatment, fire apparatus operation, and related topics; participates in physical fitness training, training drills, and other continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, time sheets, recruit evaluation forms, tests and testing materials, injury and exposure forms, light duty assignment forms, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

May perform the duties of a firefighter: may respond to emergency scenes for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Fire Science or a related field required; supplemented by five years of experience in firefighting and emergency medical services, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL) including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Firefighter II, Technical Rescuer, Fire & Life Safety Educator I, Fire Inspector I, and Fire Instructor I. May be required to obtain and maintain additional certifications and licensures, as deemed necessary by command staff.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.