
Section: 1.5 Position Description: MASTER ASSIGNMENT/DESCRIPTIONS

Effective Date: 03/06/2007

Revision Date: 04/07/2010

Approved by: John Ehret, Fire Chief

SCOPE

Provide SMFD personnel with clear direction and understanding of the professional profile and overview. Additionally, provide for professional development expectations and career development

On the following pages are the assignment/descriptions for:

- A. Fire Chief
- B. Asst. Chief, Fire Marshal
- C. Asst. Chief ,Operation
- D. Fire Captain
- E. Fire Lieutenant
- F. Inspector
- G. Firefighter

Assignment of personnel to various capacities is made by the Fire Chief and may be based on the following criteria:

- 1. Qualification of the personnel
- 2. Competitive examinations.
- 3. Oral interviews.
- 4. The best interests of the Department

In addition to the specified assignments listed in the manual, the Fire Chief may make assignments to coordinate various programs and participate on committees. Assignment of personnel is made by the Fire Chief based on one or more of the following criteria:

- 1. Qualifications of the personnel.
- 2. Oral interviews.
- 3. Officer Recommendation.
- 4. The best interests of the Department.

Briefing Job/assignment list**Fire Chief:**

Oversee Asst. Chief of Operations and Fire Marshal
Delegation
Prepares & oversee the budget
Prepare and coordinate the preparation of Board Meetings
Mission/Vision
Makes recommendations for staffing
Participates w/HR in Labor Contracts
Community Liaison
PIO
County & State Representation
EM Liaison
Assumes Command @ major incidents

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Asst. Chief Operations:

Training Chief (Fire/EMS/HazMat /Tech)
Assume Command during Emerg.
Safety Officer/Coordinator
EMS QA program
Fire QA program
Fire/EMS/special operation Coordinator
EMS Administrative Coordinator
Maintain/Develop Department SOP
Over See Dept. Schedules
Domestic Preparedness
Monitor Fire/EMS Reports
Personnel
Participates in labor negotiations
Equipment

Fire Marshal:

Code Development
Conduct plan review/permits
Liaison w/Cities BO's
Pre-Fire Plan & construction
Directs property inspections
Coordinate Public Education
Code Training personnel
Data Retention
Lead Fire Investigator
Personnel
Second in command Dept.
Assume Command Role
Planning Commissions
Participates in labor negotiations

Fire Captain:

Shift Supervisor
Equipment coordinator
SCBA Program
Fire equipment inventories
Supervise special operations/fire/EMS/ICS
Safety committee member advisory, policy development.
FTO new hires/crews when appropriate
Grant research/writing
Fire/rescue, carry out R & D for implementation
Wellness Coordinator
Coordinate Special Ops internal
IT Coordinator
Coordinate Shift Schedules
Carryout Rental Inspections Program

Fire Inspector Assignment

Serves as Firefighter/EMT
Commercial Inspections
Pre-fire plans
Fire Investigator/reports
Building Finals systems
Juv. Fire Setter program
Fire Fighter / EMT
Daily duties incld. fire/ems
Repairs
Multiple dwelling inspections
Equipment upkeep
Safety Committee
Pub Ed
Station Upkeep

Fire Lieutenant

Directly lead personnel
Ongoing monitor task assessment EMS/Fire
EMS Field QA
EMS procurement
Fulfill Capt Delegated projects
Fire/EMS R & D
Fire/EMS/ICS
Liaison crews reports
Computer Liaison
Updating Station Maps
Carryout daily station/equipment Maint. Program
Fill-in for Captain

Fire Secretary

Computer filing coordinator
Correspond, letters, phone
Record maintenance &
NFIRS
Billing, requisitions Account payable
Process Payroll

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Position	Experience	Positioned-Required Training	Recommended Training	Additional Training Provided by SMFD
Probationary Firefighter	<ul style="list-style-type: none"> 1 year Career or 2 years Volunteer 	<ul style="list-style-type: none"> Firefighter I (5) EMT B (6) 	<ul style="list-style-type: none"> Firefighter II Haz-Mat Operations 	<ul style="list-style-type: none"> Defensive Driving Apparatus Operator IS-100 IS-200 IS-700
Firefighter	<ul style="list-style-type: none"> 1 year as Probationary Firefighter 	<ul style="list-style-type: none"> Firefighter II (2) Apparatus Operator (3) Haz-Mat Operations (3) 	<ul style="list-style-type: none"> Company Functions Fire Instructor I Fire Officer I Fire Inspector I Building Construction Fire Ground Control Fire Officer II 	<ul style="list-style-type: none"> AWR-160
Fire Inspector	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Fire Inspector I (2) Fire Investigation I (2) 	<ul style="list-style-type: none"> Fire Inspector II Fire Investigation II 	<ul style="list-style-type: none"> NFA Technical Fire Prevention Series
Lieutenant	<ul style="list-style-type: none"> 4 years as South Metro Firefighter 	<u>Company Officer Certificate</u> <ul style="list-style-type: none"> Company Functions (2) Fire Instructor I (2) Fire Officer I (2) Fire Inspector I (2) Building Construction (3) Fire Ground Control (2) Fire Officer II (2) 	<ul style="list-style-type: none"> FD Admin Basic Incident Management Haz-Mat Technician FD Admin Advanced Manage FD Personnel Emergency Management 	<ul style="list-style-type: none"> ICS-300 Incident Safety Officer
Captain	<ul style="list-style-type: none"> 5 years as South Metro Firefighter 	<ul style="list-style-type: none"> FD Admin Basic (2) Incident Management (2) Haz-Mat Technician (3) FD Admin Advanced (3) Manage FD Personnel (3) Emergency Management (3) 	<ul style="list-style-type: none"> Fire Investigation I Ongoing Training 	<ul style="list-style-type: none"> ICS-400 IS-800
Assistant Fire Chief or Fire Marshal	<ul style="list-style-type: none"> 5 years as South Metro Firefighter 2 years as a Lieutenant or Captain 	<ul style="list-style-type: none"> Associates Degree in Fire Protection 	<ul style="list-style-type: none"> Ongoing Training 	
Fire Chief	<ul style="list-style-type: none"> As defined by the South Metro Fire Board 			