

THE PROFESSIONAL FIRE FIGHTER

JOB DESCRIPTIONS

JOB EVALUATIONS

JOB PROMOTIONS



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

NOTE: This manual provides information on a number of diverse issues that pertain to job descriptions, job evaluations, and job promotions. The information assembled in this manual is gathered from a wide variety of sources. As such this information is presented as a guideline to be used by your local when dealing with these issues.

Furthermore, it should not be implied that because the following information is contained in this manual that it is IAFF policy and that the IAFF considers it to be appropriate for all IAFF affiliates. Therefore, this information should be modified to meet the needs of your local when necessary.



Copyright © 1997

International Association of Fire Fighters®

1750 New York Avenue, N.W.
Washington, D.C. 20006
(202) 737-8484 (office)
(202) 737-8418 (fax)
www.iaff.org

**International Association of Fire Fighters, Canada
Association Internationale Des Pompiers**

350 Sparks Street, Suite 403
Ottawa, Ontario
Canada K1R 7S8
(613) 567-8988 (office)
(613) 567-8986 (fax)

No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of the International Association of Fire Fighters®.

TABLE OF CONTENTS

THE PROFESSIONAL FIRE FIGHTER.....	1
Then and Now.....	2
Duties and Responsibilities.....	2
Working Conditions.....	3
Training Requirements.....	3
JOB DESCRIPTIONS.....	5
Fire Fighter Recruit.....	6
Fire Fighter Trainee.....	7
Fire Fighter.....	8
Fire Fighter/Emergency Medical Technician (EMT).....	9
Fire Fighter/Paramedic.....	10
Driver/Operator.....	11
Fire Captain/Fire Lieutenant.....	13
District/Battalion Fire Chief.....	15
Platoon Chief.....	17
Deputy Fire Chief.....	19
Fire Chief.....	21
Fire Administrative Officer.....	23
Fire Dispatcher.....	24
Fire Inspector.....	25
Fire Investigator.....	27
JOB EVALUATIONS.....	29
Job Evaluations Applied to the Fire Service.....	30
Job Evaluation Methods.....	30
The Ranking Method.....	30
The Classification Method.....	31
The Factor Comparison Method.....	31
Concerns of Evaluating a Fire Fighter.....	32
The Need for Union Participation in the Job Evaluation Process.....	32
Right to All Information on a Job Evaluation Plan.....	33
JOB PROMOTIONS.....	35
Promotion Procedures.....	36
Assessment Centers.....	36
Written Exams.....	36
Seniority.....	36
Interviews.....	36
Performance Ratings.....	37
The Selection Process.....	37
Rule of Three.....	37
Affirmative Action.....	38
Title VII of the Civil Rights Act of 1964.....	38
Consent Decrees.....	39
Americans with Disabilities Act.....	39

APPENDICES.....41

Appendix A: Examples of Contract Language Relating to Job Descriptions.....41

Appendix B: Examples of Contract Language Relating to Promotions.....61

Appendix C: Fire Protection/Fire Science Education.....69

Appendix D: State and Provincial Fire Service Training Facilities.....81

GLOSSARY.....85



THE PROFESSIONAL FIRE FIGHTER



Members of today's IAFF can take justified pride in its influence and effectiveness in fire fighter safety and concerns. The IAFF's expertise is often tapped to assist the federal government and other agencies in the development of fire service standards, and the IAFF has received a number of federal grants in recent years to study fire fighter issues and health hazards. The IAFF's breadth of membership services assists professional fire fighters in every aspect of their working lives. Because of the dedication and strength of IAFF members over the years, today's fire fighters earn better wages and benefits and, through IAFF supported legislation, operate in a safer working environment.

As present day fire fighters across the United States and Canada move into the next century, they are faced with a number of new and complex problems. The dangers associated with the transport and use of hazardous materials is a major concern to all fire fighters. Fire fighters must contend with cities that refuse to adequately staff their fire departments, leaving fire fighters at a greater risk of injury and pos-

sible death. Emergency medical response by fire fighters has also become more commonplace. Fire fighters are not alone in dealing with these issues though. With a network that branches out from their headquarters in Washington, DC and their Canadian office in Ottawa, the IAFF is there to see that fire fighters are able to meet these challenges head on.

THEN AND NOW

At the turn of the century working conditions for fire fighters were despairing at best. The annual salary of a fire fighter averaged \$1,259 with an hourly wage of 29¢. Retirement and disability benefits were virtually non-existent, leaving spouses and dependents of fire fighters killed in the line of duty without any type of financial protection. Promotions were frequently awarded on the basis of political influence. Once elected, new mayors would often dismiss fire fighters in the department and replace them with their supporters. These types of working conditions prompted many fire fighters to question why they were not allowed to enjoy the wages, benefits, and opportunities of other workers. As a result, members of the fire service began to envision an international organization of fire fighters. This dream was realized on February 28, 1918 when the International Association of Fire Fighters was formed in Washington, DC.

Today, after decades of hard work and determination by IAFF members, a fire fighter earns an average annual salary of \$38,000 while working 50 hours per week. After working long and hard with local, state, provincial, and federal officials, IAFF members have ushered through a number of important pieces of legislation for themselves and their families dealing with public safety officer benefits (PSOB's), pensions, health benefits, presumptive laws and state-of-the-art protective clothing and equipment. Today, the IAFF continues to diligently work on behalf of its more than 225,000 members who serve and protect the citizens and property in the communities in which they work.

DUTIES AND RESPONSIBILITIES

The career of fire fighter has become increasingly more demanding in recent years and many fire fighters have assumed a wider range of responsibilities. While today's fire fighters are generally called upon to protect structures and save lives, most of them are required to use more sophisticated equipment, provide emergency medical treatment, become involved with the control and cleanup of oil spills and other hazardous materials incidents, and assist in the recovery from natural disasters such as tornadoes and earthquakes. Some fire fighters also work at airports on crash and rescue crews, at chemical plants, by waterfronts, and in forests and wildland areas.

During duty hours, fire fighters must be prepared to immediately respond to a fire or other emergency situation that arises. Each situation a fire fighter encounters is unique. Because of the danger and complexity involved, fire fighting requires organization and teamwork. At every emergency scene, fire fighters perform specific duties assigned to them by a supervising officer. They may be required to connect hose lines to hydrants, operate a pump, position ladders, ventilate smoke-filled areas, operate equipment, and salvage the contents of buildings.

Most calls that fire fighters respond to involve medical emergencies and as such they are required to rescue victims and administer emergency medical care. Fire fighters receive training in emergency medical procedures and many fire fighters are required to be trained not only in fire suppression but also as emergency medical technicians or paramedics. Providing emergency medical care to the ill and injured is a major part of a fire fighter's job. Fire fighters carry life saving equipment like cardiac defibrillators and life saving medication. Rapid response from a well trained fire fighter is often the difference between life and death in emergency medical situations.

Fire fighters are also trained to inspect buildings for hazardous conditions that might result in a fire. Armed with the knowledge of fire hazards and local fire and building codes, fire fighters are required to check exit routes, the storage and use of flammable and combustible materials, overcrowding of public places and the improper use of equipment or materials in all kinds of buildings.

Between alarms, fire fighters have to perform a number of other tasks. These include attending training courses, keeping fire fighting equipment clean and in good operating condition, conducting practice drills and fire inspections, and participating in physical fitness activities. They are also required to prepare written reports on fire incidents and review fire science literature to keep abreast of technological developments and administrative practices and policies.

WORKING CONDITIONS

Fire fighting is a hazardous occupation and all fire fighters are at great risk of becoming injured while on duty. This is because they are required to face a variety of dangers on any given day. Besides the perils of fire, fire fighters may come in contact with poisonous, flammable, and explosive gases and chemicals or other hazardous materials that might have immediate or long-term effects on their health. They are also at an increased risk of being exposed to numerous contagious diseases such as tuberculosis, hepatitis, and HIV.

Depending on local conditions, most fire fighters are required to work longer and more variable hours than most other workers. In order to meet the 24 hour a day demand of fire fighting, fire fighters must work in shifts. Each fire department establishes its own shift schedule and staffing requirements. Although there are no absolute rules governing how shifts operate, the two most prevalent shifts are the 24 hour tours and the split shift.

The 24 hour tours require that fire fighters work 24 hours on duty followed by either 48 or 72 hours off. The split shift requires that fire fighters work 9 hour day and 15 hour night tours, or 10 hour day and 14 hour night tours. After each set of day tours, a fire fighter is given approximately 72 hours off and after each set of night tours a fire fighter is given 48 hours off. In addition to these shifts, fire fighters often work extra hours at fires and other emergencies and are regularly assigned to work on holidays.

TRAINING REQUIREMENTS

Applicants for municipal fire fighting jobs are generally required to pass a written test; tests of strength, physical stamina, coordination, and agility; and a medical examination that includes drug screening.* These examinations are open to persons who are at least 18 years of age and have a high school education or equivalent. Those who receive the highest scores have the best opportunity for receiving an appointment. In recent years, an increasing number of applicants have some type of post-secondary education. As such, the completion of community college courses in fire science may improve an applicants chances for an appointment.

As a rule, new recruits in large fire departments are trained for several weeks at the department's training center. Through classroom instruction and practical training, these recruits study fire fighting techniques, fire prevention, hazardous materials response, local building codes, and emergency medical procedures, including first aid and cardiopulmonary resuscitation. They also learn how to use axes, saws, chemical extinguishers, ladders, and other fire fighting and rescue equipment. After successful com-

*Canadian applicants are not required to take a drug test.

pletion of their training, these new recruits are assigned to a fire company and placed on a period of probation.

Once becoming a member of the fire fighting profession, most experienced fire fighters continue studying to improve their job performance and prepare for promotion examinations. Today, fire fighters need more training to operate increasingly sophisticated equipment and to deal safely with the greater hazards associated with fighting fires in larger, more elaborate structures. To progress to higher level positions, they must acquire expertise in the most advanced fire fighting equipment and techniques, in building construction, emergency medical procedures, writing, public speaking, management and budgeting procedures, and labor relations. Fire departments frequently conduct training programs that cover various topics, including executive development, anti-arson techniques, and public fire safety and education. Many colleges and universities also offer courses leading to 2- or 4-year degrees in fire engineering or fire science. Many fire departments offer fire fighters incentives such as tuition reimbursement or higher pay for completing this type of advanced training.

JOB DESCRIPTIONS



Job descriptions are primarily used to classify employees rather than to serve as complete ideals for the jobs they outline. This section provides job descriptions for several positions within a fire department. It should be noted that these labels and descriptions are only generalizations and that each position may vary in title and duties from city to city.

FIRE FIGHTER RECRUIT



SUMMARY OF DUTIES

This is fire fighting work at the initial field level. Fire fighter recruits are responsible for learning basic fire fighting, emergency vehicle driving, rescue and emergency medical techniques and methods. Under close supervision, fire fighter recruits act as members of fire fighting crews, ambulance or rescue teams, and operate fire, rescue, or emergency medical equipment as directed.

The fire fighter recruit is responsible for fire fighting, entailing the combating, extinguishing, and preventing of fires, as well as the saving of life and property. The fire fighter recruit's work includes routine duties in the maintenance of fire fighting equipment and fire department property as well as carrying out specific orders and directions received from superior officers in the normal course of maintenance duties and in fire fighting.

WORK PERFORMED

The fire fighter recruit shall:

- ♣ Perform fire fighter duties at the initial field level after successful completion of fire academy training.
- ♣ Perform basic life support emergency medical services.
- ♣ Perform other duties as assigned or required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- ♣ Thorough knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
- ♣ Knowledge of rules and regulations of the fire department.
- ♣ Knowledge of the maintenance of equipment.
- ♣ Knowledge of building construction and related fire codes as well as the location of hazardous occupancies in the municipality.
- ♣ Mechanical aptitude.
- ♣ Knowledge of water systems and watermains.
- ♣ Ability to react quickly and remain calm under duress and strain.
- ♣ Ability to understand and follow oral and written instructions.
- ♣ Skill in the operation of all fire fighting and rescue equipment including motor vehicles.
- ♣ Interest and willingness to assist in community efforts throughout the municipality.
- ♣ Ability to learn fire fighting, fire prevention, fire protection, emergency medical service and rescue techniques and methods to apply such information to specific situations.
- ♣ Ability to perform physically arduous work requiring strength and agility during training, in the performance of assigned duties and in all kinds of weather.
- ♣ Ability to understand the need for and to function well in an atmosphere of discipline and teamwork.
- ♣ Ability to learn to drive emergency vehicles.
- ♣ Ability to meet approved local fire service medical and physical standards.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

FIRE FIGHTER TRAINEE



SUMMARY OF DUTIES

This is fire fighting work at the entry level. Fire fighter trainees are responsible for learning basic fire fighting, emergency vehicle driving, rescue and emergency medical techniques and methods. An employee in this class is assigned to training classes at a fire academy designated by the chief of fire services. Fire fighter trainees are required to carry out specific orders and directions received from supervising officers in the normal course of maintenance duties and in fire fighting.

WORK PERFORMED

A fire fighter trainee:

- ♣ Attends and satisfactorily completes the prescribed courses of training at a fire academy designated by the chief of fire services.
- ♣ Studies fire prevention, fire protection, fire fighting, emergency medical techniques, rescue techniques and any other subjects which may be required.
- ♣ Performs other duties as assigned or required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Ability to learn fire fighting, fire prevention, fire protection, emergency medical and rescue techniques and methods and to apply such information to specific situations.
- ♣ Ability to perform physically arduous work requiring strength and agility during training, in the performance of assigned duties and in all kinds of weather.
- ♣ Ability to act quickly, calmly and effectively during emergencies.
- ♣ Ability to understand the need for and to function well in an atmosphere of discipline and teamwork.
- ♣ Ability to understand and carry out written and oral instructions.
- ♣ Ability to learn to drive emergency vehicles.
- ♣ Ability to meet local fire service physical and medical standards.
- ♣ Ability to meet departmental operational standards, policies and procedures.
- ♣ Interest and willingness to assist in community efforts throughout the municipality.
- ♣ Knowledge of rules and regulations of the fire department.
- ♣ Knowledge of the maintenance of equipment.
- ♣ Mechanical aptitude.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

FIRE FIGHTER



SUMMARY OF DUTIES

The fire fighter is responsible for fire fighting entailing the combating, extinguishing and preventing of fires, and the saving of life and property. A fire fighter is responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard.

The fire fighters work includes routine duties in the maintenance of fire fighting equipment and fire department property. The fire fighter is responsible for carrying out the specific orders and directions as received from a superior officer in the normal course of maintenance duties and in fire fighting. Considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a supervisor for instruction is not possible.

WORK PERFORMED

The fire fighter, as a member of a platoon:

- ☛ Responds to fire alarms, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines and other equipment.
- ☛ Ventilates fire to release heat and smoke, places salvage covers to prevent water damage and prevents fire from rekindling.
- ☛ As assigned, drives and operates motor driven fire fighting equipment.
- ☛ As assigned, receives and records telephone fire alarms and other emergency calls and assists in dispatching proper apparatus and equipment.
- ☛ Performs various maintenance tasks on apparatus and equipment.
- ☛ When assigned to fire prevention, works under direction of a supervisor, performs inspections and clerical duties as required.
- ☛ Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ☛ Thorough knowledge of the operation of all apparatus and equipment and methods used in combatting, extinguishing and preventing fires and in rescue work.
- ☛ Perform approved emergency medical care.
- ☛ Knowledge of rules and regulations of the fire department.
- ☛ Knowledge of the maintenance of equipment.
- ☛ Knowledge of building construction and related codes, electric power codes, hydraulics and the location of hazardous occupancies in the municipality.
- ☛ Mechanical aptitude.
- ☛ Knowledge of water systems and watermains.
- ☛ Agility and strength to do prolonged and arduous work under adverse conditions.
- ☛ Ability to react quickly and remain calm under duress and strain.
- ☛ Ability to understand and follow oral and written instructions.
- ☛ Skill in the operation of all fire fighting and rescue equipment including motor vehicles.
- ☛ Interest and willingness to assist in community efforts throughout the municipality.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

FIRE FIGHTER/EMERGENCY MEDICAL TECHNICIAN (EMT)



SUMMARY OF DUTIES

The fire fighter/emergency medical technician (EMT) is a dual-role member of the department having emergency medical care responsibilities in addition to fire fighter duties. Depending on the nature of the emergency these personnel provide basic life support, perform extrication and rescue, or act as fire fighters in fire suppression or hazard control activities.

This position is technical in nature, and requires the ability to interact with patients, independently assess and treat medical emergencies, follow established treatment protocols, and document findings and events for the patient's medical record. Work is often carried out under stressful conditions in the presence of contagious disease and environmental, chemical, or physical violence hazards.

WORK PERFORMED (in addition to fire fighter duties)

The fire fighter/emergency medical technician:

- Performs necessary basic life support on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or other medical facilities. Patient care may include: hemorrhage control and treatment for shock, automated external defibrillation, cardiopulmonary resuscitation, airway maintenance, or fracture stabilization.
- Records event information including patient condition, patient history, treatments, vital signs, and scene observations.
- Observes established medical protocols.
- Relays patient information to physicians both via radio transmission and direct contact.
- Maintains a daily log of responses.
- Maintains inventories of equipment and supplies.
- Operates emergency vehicles en route to emergencies and during patient transport to the hospital.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS (in addition to those of fire fighter)

- Training in emergency medical procedures.
- Knowledge of symptoms of medical emergencies and of appropriate responses to such conditions.
- Ability to evaluate patients' conditions and properly render emergency medical care.
- Ability to operate emergency vehicles.
- Ability to establish and maintain effective work relationships with superiors, other employees, and the public.
- Ability to respond quickly and effectively in emergency situations.
- Ability to communicate effectively, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school. Emergency medical technicians must acquire a license or certification through specialized course work in prehospital emergency medicine. Training should be from a recognized agency that uses the Department of Transportation EMS Curricula as a minimum scope of education. Levels of training include EMT-Basic and EMT-Intermediate.

FIRE FIGHTER/PARAMEDIC



SUMMARY OF DUTIES

The fire fighter/paramedic is a dual-role member of the department having advanced emergency medical care responsibilities in addition to fire fighter duties. Depending on the nature of the emergency these personnel provide basic and advanced life support, perform extrication and rescue, or act as fire fighters in fire suppression or hazard control activities.

This position is technical and skilled in nature, and requires the ability to interact with patients, independently assess and treat medical emergencies, follow established advanced treatment protocols, supervise patient care, and document findings and events for the patient's medical record. Work is often carried out under stressful conditions in the presence of contagious disease, environmental, chemical, or physical violence hazards.

WORK PERFORMED (in addition to fire fighter duties)

The fire fighter/paramedic:

- ♣ Performs necessary basic and advanced life support on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or other medical facilities. Patient care may include: hemorrhage control and treatment for shock, intravenous therapy, medication administration, electrocardiogram interpretation, manual external defibrillation or synchronized cardioversion, cardiopulmonary resuscitation, airway maintenance via endotracheal intubation or cricothyroidotomy, and fracture stabilization and pain control.
- ♣ Records event information including patient condition, patient history, treatments, vital signs, and scene observations.
- ♣ Observes established basic and advanced medical protocols.
- ♣ Supplies patient information to physicians via radio transmission or direct contact.
- ♣ Maintains a daily log of responses.
- ♣ Maintains inventories of equipment and supplies.
- ♣ May operate emergency vehicles en route to emergencies and during patient transport to the hospital.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS (in addition to those of fire fighter)

- ♣ Training in advanced emergency medical procedures.
- ♣ Training in patient assessment techniques.
- ♣ Knowledge of symptoms of medical emergencies and of appropriate responses to such conditions.
- ♣ Ability to evaluate patients' conditions and properly render emergency medical care including administration of emergency medications.
- ♣ Ability to operate emergency vehicles.
- ♣ Ability to establish and maintain effective work relationships with medical directors, superiors, other employees, and the public.
- ♣ Ability to respond quickly and effectively in emergency situations.
- ♣ Ability to communicate effectively, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school and successful completion of a basic emergency medical technician course. Paramedics must acquire a license or certification through specialized course work in advanced prehospital emergency medicine. Training should be from a recognized agency that uses the Department of Transportation EMS Curricula as a minimum scope of education.

DRIVER/OPERATOR



SUMMARY OF DUTIES

The driver/operator performs skilled fire fighting and rescue work in: combating, extinguishing, and preventing fires; in answering emergency calls; and in the operation and maintenance of fire department equipment and apparatus. The driver/operator works under direct supervision of an administrative superior.

WORK PERFORMED

The driver/operator:

- ♣ Responds safely to fire alarms as operator of equipment such as a heavy-duty pumper-truck or aerial truck; connects hoses to pumps; operates pumps, power ladder and other equipment.
- ♣ Relays and receives radio messages from supervisor to fire headquarters station.
- ♣ Performs fire fighting duties as assigned; assists in rescue operations; applies first aid.
- ♣ Assists in cleanup after fire is extinguished.
- ♣ Participates in fire drills and attends training sessions in fire fighting techniques and equipment operation.
- ♣ Cleans and services assigned apparatus, maintaining it in readiness condition; reports mechanical failures or other difficulties to superior.
- ♣ Performs general maintenance and cleaning duties in the upkeep of departmental property.
- ♣ Performs other work as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Thorough knowledge of street system, physical layout of city, and location of fire hydrants.
- ♣ Thorough knowledge of fire fighting techniques.
- ♣ Thorough knowledge of fire alarm system – communications.
- ♣ Ability to operate equipment such as fire engine pumper, aerial truck, pumps, power ladder and other equipment.
- ♣ Ability to respond quickly to changing situations under emergency pressure.
- ♣ Ability to administer emergency treatment to injured persons.
- ♣ Ability to perform strenuous work and carry out duties under adverse conditions.
- ♣ Ability to understand and follow oral instructions quickly and under emergency conditions.
- ♣ Ability to establish and maintain effective working relationship with other employees and general public.
- ♣ Skill and dexterity in the operation of fire equipment and in the light maintenance of fire equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work. Operator permit for the weight class of vehicle. Completion of fire equipment operator training and experience as a fire fighter are required.



FIRE CAPTAIN/FIRE LIEUTENANT



SUMMARY OF DUTIES

The fire captain/fire lieutenant is responsible for the command of a shift including the apparatus, equipment and the personnel involved in the combating, extinguishing and preventing of fires and the saving of lives and property. The fire captain/fire lieutenant is responsible for the discipline of the fire fighters and the proper maintenance of apparatus and equipment in accordance with standing orders and other regulations. At an emergency, unless working under a superior officer, the fire captain/fire lieutenant is responsible for incident command and abatement of the emergency, including entering a burning building with the fire fighters. While subject to the requirements of written orders and regulations and the verbal directions of a superior, the fire captain/fire lieutenant exercises great independence of judgment and action while in command at fires and rescues. The work is evaluated in terms of the example set for the fire fighters, their respect for the fire captain/fire lieutenant, level of morale and discipline in the platoon and the effectiveness of the fire captain/fire lieutenant's leadership in fire fighting.

WORK PERFORMED:

The fire captain/fire lieutenant shall:

- 🔥 Oversee the cleaning of quarters, equipment and apparatus.
- 🔥 Conduct roll call, organize watches, and inspect personnel.
- 🔥 Maintain discipline.
- 🔥 Read communications received and transmit orders and information to fire fighters, whether written or oral.
- 🔥 Respond to alarms and direct the route to be taken to the fire.
- 🔥 Make decisions as to the best methods of extinguishing the fire and the saving of lives unless relieved of command by a superior officer.
- 🔥 Direct the laying of hose lines, direction of water streams, required pressure of streams, the placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing of salvage covers.
- 🔥 Direct the overhauling and cleaning up of premises after the fire has been extinguished.
- 🔥 Direct the return of all apparatus and equipment to their proper places in the fire hall.
- 🔥 Be responsible for training personnel by conducting classes and instructing them in drill evaluations.
- 🔥 Compile and keep varied records and reports as required.
- 🔥 Command the inspection of residential, commercial and industrial property relative to fire prevention when required.
- 🔥 Perform related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 🔥 Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fire and in rescue work.
- 🔥 Thorough knowledge of rules and regulations governing the fire department and of standing orders of the department.
- 🔥 A knowledge of all federal, state/provincial and local laws relative to the activities of the fire department.
- 🔥 Thorough knowledge of the principles and practices involved in training personnel.
- 🔥 Knowledge of hydraulics as applied to fire fighting, building construction and related codes, electric power codes and location of hazardous occupancies in the municipality.
- 🔥 Mechanical aptitude.
- 🔥 Agility and strength to do prolonged and arduous work under adverse conditions.
- 🔥 Ability to react quickly and remain calm under duress and strain.

- ♣ Ability to lead fire fighters effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officials.
- ♣ Ability to prepare clear and concise reports.
- ♣ Skill in the operation and maintenance of fire fighting and rescue equipment.
- ♣ Ability to read building plans.
- ♣ A working knowledge of the operation, size and location of watermains as applied to the fire fighting activities of the fire department.

DESIRABLE TRAINING AND EXPERIENCE

Under normal circumstances, five years of satisfactory service as a fire fighter and graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.



DISTRICT/BATTALION FIRE CHIEF



SUMMARY OF DUTIES

The district/battalion fire chief is responsible for fire fighting entailing the command of the personnel, equipment and apparatus of one or more fire halls within an assigned district; in the combating, extinguishing and the preventing of fires; and the saving of lives and property. The district/battalion fire chief is responsible for the discipline of the fire fighters and for the proper maintenance of apparatus and equipment in one or more fire halls in accordance with standing orders and other regulations. At an emergency, unless working under a supervising officer, the district/battalion fire chief is responsible for effectively extinguishing the fire by commanding the fire fighters from outside the burning building. The district/battalion fire chief carries out routine administrative tasks and related clerical duties, referring all policy matters to the fire chief. The work is evaluated in terms of the example set for the fire fighters of the department, their respect for the district/battalion fire chief, the general level of discipline, the adequacy of the shift complements and departmental supplies, the effectiveness of his leadership in fire fighting and emergencies, and the completeness and accuracy of the departmental records.

WORK PERFORMED:

The district/battalion fire chief shall:

- ♣ Organize the shift of fire fighters, assign and supervise the maintenance of the shift schedules within an assigned district.
- ♣ Enforce discipline within an assigned district.
- ♣ Receive and transmit orders and information to the fire fighters whether written or oral.
- ♣ Requisition supplies and keep related records.
- ♣ Record gas, oil and maintenance costs for trucks and cars in the assigned district.
- ♣ Direct the testing and care of hose and keep related records of the assigned district.
- ♣ Respond to fire alarms and direct the laying of hose lines, direction of water streams, required pressure of streams, the placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing of salvage covers.
- ♣ Direct the overhauling and cleaning up of premises after a fire has been extinguished.
- ♣ Direct the return of all apparatus and equipment to the respective fire halls, within an assigned district.
- ♣ Direct the training of personnel in drill evaluations.
- ♣ Compile and keep varied records and reports as required.
- ♣ Direct the inspection of residential, commercial and industrial property relative to fire prevention, when required, within an assigned district.
- ♣ Supervise or direct subordinates.
- ♣ Perform related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
- ♣ Thorough knowledge of rules and regulations governing the fire department and of standing orders of the department.
- ♣ A knowledge of all federal, state/provincial and local laws relative to the activities of the fire department.
- ♣ Thorough knowledge of the principles and practices involved in training personnel.
- ♣ Knowledge of hydraulics as applied to fire fighting, building construction and related codes, electric power codes and location of hazardous occupancies in the municipality.
- ♣ Mechanical aptitude.
- ♣ Agility and strength to do prolonged and arduous work under adverse conditions.
- ♣ Ability to react quickly and remain calm under duress and strain.

- ♣ Ability to lead people effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officials.
- ♣ Ability to prepare clear and concise reports.
- ♣ Skill in the operation and maintenance of fire fighting and rescue equipment.
- ♣ Ability to read building plans.
- ♣ A working knowledge of the operation, size and location of watermains as applied to the fire fighting activities of the fire department.

DESIRABLE TRAINING AND EXPERIENCE

Under normal circumstances, three years of satisfactory service as a captain and graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.



PLATOON CHIEF



SUMMARY OF DUTIES

The platoon chief is responsible for fire fighting of an administrative and supervisory nature under the direction of the fire chief or deputy fire chief. The platoon chief's responsibilities include the organization of the platoon, the scheduling of the shift, fire fighting and other related duties under the general supervision of the fire chief or the deputy fire chief. The platoon chief is responsible for the discipline in the department and relieves the deputy fire chief during sick leave, time off and vacation. The platoon chief carries out routine administrative tasks and related clerical duties, referring all policy matters to the fire chief. The work is evaluated in terms of the example set for the fire fighters of the department, their respect for the platoon chief, the general level of discipline, the adequacy of the shift complements and departmental supplies, and the completeness and accuracy of the departmental records.

WORK PERFORMED

The platoon chief shall:

- ♣ Organize the platoon of fire fighters, as well as assign and direct the maintenance of the shift schedules for their respective platoons.
- ♣ Enforce discipline throughout the platoon.
- ♣ Requisition supplies and keep related records.
- ♣ Record gas, oil, and maintenance costs for trucks and cars of their respective platoons.
- ♣ Direct the testing and care of hose and keep related records of their respective platoons.
- ♣ Respond to fire alarms and in the absence of the fire chief and/or deputy fire chief, command all phases of fire fighting and other emergencies.
- ♣ Perform related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
- ♣ Thorough knowledge of rules and regulations governing the fire department and of standing orders of the department.
- ♣ A knowledge of all federal, state/provincial and local laws relative to the activities of the fire department.
- ♣ Thorough knowledge of the principles and practices involved in training personnel.
- ♣ Knowledge of hydraulics as applied to fire fighting, building construction and related codes, electric power codes and location of hazardous occupancies in the municipality.
- ♣ Mechanical aptitude.
- ♣ Agility and strength to do prolonged and arduous work under adverse conditions.
- ♣ Ability to react quickly and remain calm under duress and strain.
- ♣ Ability to lead people effectively, maintain discipline, promote harmony, exercise sound judgment, and cooperate with other officials.
- ♣ Ability to prepare clear and concise reports.
- ♣ Skill in the operation and maintenance of fire fighting and rescue equipment.
- ♣ Ability to read building plans.
- ♣ A working knowledge of the operation, size and location of watermains as applied to the fire fighting activities of the fire department.

DESIRABLE TRAINING AND EXPERIENCE

Under normal circumstances, three years of satisfactory service as a district/battalion fire chief and graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.



DEPUTY FIRE CHIEF*



SUMMARY OF DUTIES

The deputy fire chief is responsible for fire fighting of an administrative and supervisory nature entailing the organization of platoons, the scheduling of shifts, fire fighting and other related duties under the general supervision of the fire chief. The deputy fire chief is responsible for discipline in the department and relieves the fire chief during sick leave, time off and vacation. The deputy fire chief carries out routine administrative tasks and related clerical duties, referring all policy matters to the fire chief. The work is evaluated in terms of the example set for the members of the department, their respect for the deputy fire chief, the general level of discipline, the adequacy of shift complements and departmental supplies, and the completeness and accuracy of departmental records.

WORK PERFORMED:

The deputy fire chief shall:

- Organize platoons of fire fighters, as well as assign and supervise the maintenance of shift schedules for the whole department.
- Enforce discipline throughout the department.
- Requisition supplies and keep related records.
- Record gas, oil and maintenance costs for trucks and cars.
- Direct the testing and care of hose and keep related records.
- Perform all duties, including fire fighting, of the fire chief during sick leave, time off and vacation.
- Respond to fire alarms and in the absence of the fire chief, command all phases of the fire fighting and other related duties.
- Perform related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
- Thorough knowledge of rules and regulations governing the fire department and of standing orders of the department.
- A thorough knowledge of all federal, state and local laws relative to the activities of the fire department.
- Thorough knowledge of the principles and practices involved in training personnel.
- Knowledge of hydraulics as applied to fire fighting, building construction and related codes, electric power codes and location of hazardous occupancies in the municipality.
- Mechanical aptitude.
- A working knowledge of the operation and location of watermains as applied to the fire fighting activities of the fire department.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to react quickly and remain calm under duress and strain.
- Ability to lead people effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officials.
- Ability to prepare clear and concise reports.
- Skill in the operation and maintenance of fire fighting and rescue equipment.
- Ability to read building plans.

**This job description does not apply to Canadian fire fighters.*

DESIRABLE TRAINING AND EXPERIENCE

Under normal circumstances, three years of satisfactory service as a platoon chief, graduation from a standard senior high school or technical school, as well as an undergraduate degree in public administration, fire science, or a related field.



FIRE CHIEF*



SUMMARY OF DUTIES

The fire chief is responsible for the administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities and other related duties of the municipality. The fire chief is responsible for staffing, training, budgeting and all other administrative matters, for the development and improvement of the department, and keeping abreast of changing local conditions and technological changes in fire fighting and fire prevention. With the exception of major policy determinations, the fire chief is given considerable independence of action in making administrative and technical decisions.

WORK PERFORMED:

The fire chief shall:

- ♣ Supervise the overall administration of the fire department including the work and discipline of staff, requisitioning of material and equipment, preparation of departmental budget, and maintenance of records.
- ♣ Organize and direct all fire fighting activities at large fires or emergencies.
- ♣ Direct the operation, maintenance and improvement of the fire alarm system.
- ♣ Direct and organize fire prevention, inspection and promotion.
- ♣ Direct the maintenance, repair and replacement of fire fighting equipment, fire stations and other properties of the department.
- ♣ Direct the training of fire fighting personnel in methods of fire fighting and use of equipment.
- ♣ Prepare rules and regulations for the efficient operation of the department, and consult with superiors regarding major policy determinations.
- ♣ Conduct conferences with staff, civic officials and industrial representatives.
- ♣ Participate in civic programs, emergency measure activities, fire prevention and safety campaigns, as well as attend meetings and address groups.
- ♣ Perform related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

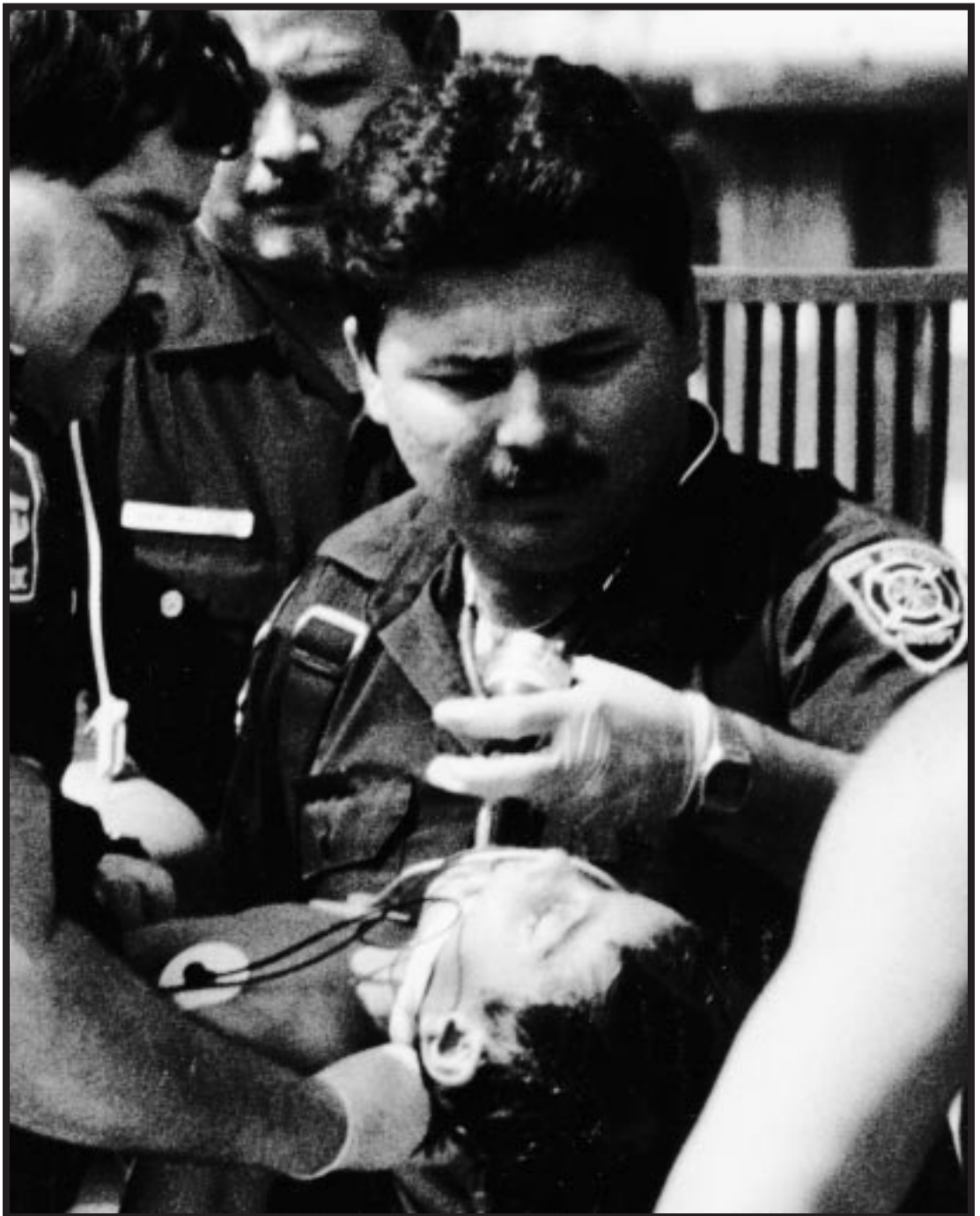
- ♣ A broad knowledge of modern fire fighting and fire prevention methods including the use of apparatus and equipment.
- ♣ A thorough knowledge of rules and regulations governing the activities of the fire department.
- ♣ A thorough knowledge of all federal, state and local laws relative to the activities of the fire department.
- ♣ Knowledge of building construction and related codes, electric power codes and location of hazardous occupancies in the municipality.
- ♣ Thorough knowledge of the operation and location of watermains as applied to the fire fighting activities of the fire department.
- ♣ Thorough knowledge of modern techniques and methods as applied to the administration of fire fighting and fire prevention activities and related acts.
- ♣ Ability to evaluate the effectiveness of the department and to correlate its development with changing conditions in the municipality.
- ♣ Ability to plan, assign and direct the work of a number of subordinates.
- ♣ Ability to maintain harmonious relationships with municipal officials and the general public.
- ♣ Ability to initiate and develop public relation policies for the department.
- ♣ Ability to provide leadership and make sound decisions in directing the operations of men and equipment under emergency conditions.

**This job description does not apply to Canadian fire fighters.*

- ♣ Ability to prepare reports and carry out long-range plans and programs.
- ♣ Above average mechanical aptitude and skill in the operation and maintenance of fire fighting and rescue equipment.
- ♣ Ability to read building plans.

DESIRABLE TRAINING AND EXPERIENCE

One year of satisfactory service as a deputy fire chief, graduation from a standard senior high school or technical school, as well as an undergraduate degree in public administration, fire command or related field.



FIRE ADMINISTRATIVE OFFICER



SUMMARY OF DUTIES

The fire administrative officer serves as administrative assistant to the fire chief with responsibility for business management activities of the department. The fire administrative officer is responsible for program development, budget preparation and administration, record keeping, building maintenance and related staff activities of the department. The position requires a background in public and business administration. Staff supervision may be exercised over the activities for which the fire administrative officer is responsible.

WORK PERFORMED

- ♣ Plans, organizes and directs the administrative service functions in the department such as typing and filing, editing and publishing of the department manual, editing and publishing of departmental orders, forms management, and records management.
- ♣ Assists the fire chief in developing and presenting the department budget.
- ♣ Maintains control of purchases and expenditures and keeps the pay records.
- ♣ Oversees the upkeep and maintenance of the fire stations, the vehicle maintenance shop, fire headquarters and the quartermaster's office.
- ♣ Develops administrative policies and procedures as required.
- ♣ Prepares specifications and regulations.
- ♣ Develops comprehensive programs aimed at satisfying assigned tasks and objectives (i.e., awards commendation program, inventory control system for supplies, forms management program, and special projects.)
- ♣ Coordinates and directs the activities of household supply room, fire hose repair, fire hydrant repairs with public works department and works with the map officer on the publishing of maps.
- ♣ Works with senior station officers on building maintenance administration.
- ♣ Acts as the public information officer for the department.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Good knowledge of research techniques, methods and procedures.
- ♣ Extensive knowledge of the principles and practices of public administration.
- ♣ Thorough knowledge of the principles, methods and practices of municipal finance accounting and budget preparation.
- ♣ Knowledge of modern office management principles, practices and equipment.
- ♣ Good working knowledge of and ability to make decisions in accordance with the rules, regulations and ordinances governing the organizational unit to which assigned.
- ♣ Ability to organize, allocate, coordinate and review the work of subordinates engaged in routine and complex clerical or research work
- ♣ Ability to analyze, interpret and report research findings.
- ♣ Ability to establish and maintain effective working relationships with employees, municipal officials, and the public.
- ♣ Good physical condition.

DESIRABLE TRAINING AND EXPERIENCE

Two years of responsible experience in research, finance or public administration in municipal government. Graduation from a college or university of recognized standing with major course work in public or business administration. Preferably possession of a master's degree in public administration or related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

FIRE DISPATCHER



SUMMARY OF DUTIES

A fire dispatcher receives emergency, fire and medical calls from the public and dispatches fire fighting or ambulance units. Work of this class involves no supervisory duties or responsibilities. Incumbents receive moderate supervision from a technical superior. Employees in this class work rotating shifts including evenings, weekends and holidays. Work is performed in a radio communications station and requires minimal physical exertion.

WORK PERFORMED

- 🔥 Receives alarms of fire, ambulance calls and requests for rescue and other emergency services.
- 🔥 Dispatches fire fighting units, ambulances and other emergency equipment.
- 🔥 Determines response needed to emergency and dispatches various types of units, if necessary.
- 🔥 Operates a multi-channel radio transmitter, voice recorder, computer terminal with input keyboard and telephone in order to receive alarms and dispatch fire fighters and emergency units.
- 🔥 Maintains computerized updated record of movement, location and involvement of assigned units.
- 🔥 Maintains log of all calls and action taken.
- 🔥 Monitors fire and emergency medical calls of adjacent jurisdictions.
- 🔥 Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 🔥 Ability to use radio communication equipment effectively.
- 🔥 Ability to type.
- 🔥 Ability to respond to emergencies quickly.
- 🔥 Ability to speak distinctly.
- 🔥 Ability to work calmly in stressful situations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school and experience in public contact work, specifically, experience in operating two-way radio and related communications equipment, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

FIRE INSPECTOR



SUMMARY OF DUTIES

Under the direction of the fire marshal, the fire inspector performs inspections to enforce fire prevention laws, ordinances and codes; promotes the development and use of effective fire prevention methods; and provides instruction to fire department personnel and the general public regarding fire codes and prevention.

WORK PERFORMED

The fire inspector shall:

- ♣ Inspect commercial, industrial and residential buildings and facilities to identify fire hazards and assure proper functioning of fire protection equipment.
- ♣ Assure compliance with a variety of fire prevention laws, ordinances and codes.
- ♣ Initiate steps to enforce compliance as needed.
- ♣ Respond to reports of fire code violations.
- ♣ Inspect premises, make appropriate recommendations, and issue citations as needed.
- ♣ Prepare and maintain a variety of records and reports related to fire inspections, code requirements, permits and training.
- ♣ Promote the development and use of effective fire prevention methods.
- ♣ Provide information regarding the storage of flammable materials, electrical hazards and other common causes of fires.
- ♣ Instruct employers, civic groups, school children and others in extinguishing small fires, escaping burning buildings, operating fire extinguishers and establishing evacuation plans.
- ♣ Perform the duties of fire investigator as assigned.
- ♣ Provide instruction to fire suppression personnel in basic fire inspection procedures.
- ♣ Produce or acquire training materials related to fire fighting and emergency medical techniques.
- ♣ Respond to fire alarm calls, interview witnesses, photograph fire scenes and examine debris to establish the cause and origin of the fire.
- ♣ Review building and fire suppression plans to assure the construction of safe and code-conforming buildings, and fire suppression and fire alarm systems.
- ♣ Perform related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Knowledge of principles and practices of fire science.
- ♣ Knowledge of methods, materials and equipment used in fire suppression.
- ♣ Knowledge of fire prevention laws, ordinances and codes.
- ♣ Knowledge of interviewing techniques.
- ♣ Knowledge of fire alarms and sprinkler system operation.
- ♣ Knowledge of record-keeping techniques.
- ♣ Knowledge of interpersonal skills using tact, patience and courtesy.
- ♣ Knowledge of telephone techniques and etiquette.
- ♣ Knowledge of technical aspects of field of specialty.
- ♣ Ability to provide instruction to department personnel, civic groups, school children and others.
- ♣ Ability to inspect businesses, buildings and facilities to assure code compliance.
- ♣ Ability to prepare displays, teaching materials and make oral presentations.
- ♣ Ability to read and review construction and fire suppression plans.
- ♣ Ability to identify fire hazards and causes.
- ♣ Ability to communicate effectively both orally and in writing.
- ♣ Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- ♣ Ability to maintain records and prepare reports.

- ♠ Ability to establish and maintain cooperative and effective working relationships with others.
- ♠ Ability to perform prolonged and strenuous work in adverse conditions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school supplemented by specialized course work and training in fire prevention and three years experience as a fire fighter.



FIRE INVESTIGATOR



SUMMARY OF DUTIES

Under the direction of the deputy fire marshal, the responsibilities of the fire investigator include: to investigate the cause, origin and circumstances of fires involving loss of life and considerable property damage; to interrogate witnesses and prepare investigation reports; and to arrest and seek the prosecution of arsonists.

WORK PERFORMED

The fire investigator shall:

- ♣ Investigate accidental and other fires to determine the cause, origin and other related circumstances.
- ♣ Investigate cases involving suspected arson, fire injuries and deaths, substantial property loss and malicious incidents related to false alarms and tampering with fire alarm systems.
- ♣ Interrogate witnesses, obtain statements and other necessary documentation, as well as collect preserve and examine physical and circumstantial evidence.
- ♣ Prepare comprehensive investigative reports including pertinent facts to describe the event, witness statements and evidence documentation.
- ♣ Provide detailed accounts of investigative procedures and findings.
- ♣ Apprehend and arrest juveniles and adults suspected of arson, as well as seek confinement and control of mentally disturbed fire-setters and juveniles with fire problems.
- ♣ Testify in court and present evidence in the prosecution of arson cases and coordinate criminal investigations with other appropriate law enforcement agencies.
- ♣ Tour fire scenes and examine debris to determine the cause and origin of the fire, collect evidence, and question witnesses.
- ♣ Prepare damage estimates for reporting and insurance purposes and compile statistics related to fires and investigations.
- ♣ Perform the duties of fire inspector as assigned.
- ♣ Participate in a variety of duties related to fire education and prevention.
- ♣ Make oral presentations and attend meetings as needed.
- ♣ Perform related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ♣ Knowledge of rules of evidence and laws of arrest.
- ♣ Knowledge of crime scene preservation.
- ♣ Knowledge of applicable laws, regulations and codes related to fire prevention.
- ♣ Knowledge of methods, techniques and terminology used in the investigation of fire-related crimes.
- ♣ Knowledge of interrogation and interviewing techniques.
- ♣ Knowledge of principles and practices of fire science.
- ♣ Knowledge of record-keeping techniques.
- ♣ Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- ♣ Knowledge of technical aspects of field of specialty.
- ♣ Ability to investigate accidental and incendiary fires.
- ♣ Ability to identify the cause and origin of fires.
- ♣ Ability to prepare comprehensive investigative reports.
- ♣ Ability to gather, preserve and handle evidence in accordance with approved investigative procedures.
- ♣ Ability to apprehend and arrest arsonists.
- ♣ Ability to prepare damage estimates and compile statistics.
- ♣ Ability to communicate effectively both orally and in writing.
- ♣ Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- ♣ Ability to establish and maintain cooperative and effective working relationships with others.

- ♣ Ability to work independently with little direction.
- ♣ Ability to analyze physical and circumstantial evidence and draw logical conclusions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard senior high school or technical school supplemented by course work in fire investigation, arson, chemistry and related subjects and three years of varied fire fighting assignments.



JOB EVALUATIONS



Job evaluation has been defined as a systematic attempt to determine the relative worth of jobs by measuring the content of the jobs including the skill, responsibility, effort, working conditions and other elements of each job. Theoretically, it is the jobs alone that are supposed to be compared and not the individuals working the jobs. No job evaluation should be considered sacred and no job evaluation finding should be considered as “scientific fact” not subject to challenge. Job evaluation involves considerable human judgment, with room for wide margins of variation and error. Also, the very nature of these types of evaluations usually does not enable them to take into account adequately special human and economic factors, including hazards of the occupation which may occasionally arise.

JOB EVALUATIONS APPLIED TO THE FIRE SERVICE

The attempt to apply job evaluation to the fire service along with other city employees has serious drawbacks. The claimed purpose of a job evaluation is to find exactly what each job is and to measure its true value in relation to all other jobs in the city. The problem with this is in the terms “true value in relation.” Since the requirements to qualify and maintain a job in the fire service are so distinctly different from that of other public positions, the most scientifically diagnosed method of job comparison does not substantially prove to be satisfactory. This is because fire fighters’ activities, characteristics, and working conditions are so different as to make it impossible to compare them with any other city employee.

JOB EVALUATION METHODS

There are three basic job evaluation methods in common use. Two of these are non-quantitative (ranking and classification) and one is quantitative (factor comparison). The non-quantitative plans view each job in its entirety, and do not attempt to single out and measure with an absolute point or money system the quantity of each factor in each job. Usually, the non-quantitative plans permit the consideration of influences external to the actual job itself (i.e., supply and demand of a particular skill, career prospects, area or industry wage patterns.) Because of this, organized labor has found this type of plan to be the least objectionable.

Quantitative means that an attempt is made to measure, through points or money, the quantity of each factor designated in the plan for each job. The most common factors are skill, responsibility, effort, and working conditions. It is assumed that these factors are common to all jobs and that the amount or quantity of each factor can be accurately measured to determine the job’s relative value. Those jobs given the greatest number of evaluated points are the highest paid jobs, and those with the lesser number are the lowest paid jobs.

It should be noted that both the non-quantitative and quantitative job evaluation plans have the same freezing effect on the wage structure. Briefly, they reduce the opportunity of raising the wages of particular classifications upwards during future negotiations.

THE RANKING METHOD

The ranking method is the simplest method of job evaluation, and usually involves either of the two following processes:

1. **Ranking by job title only:** The title of each job is ranked according to the relative importance of the job. The job title naming the most important job is placed at the top of the list, while the least important job title is placed on the bottom. The remaining job titles are arranged appropriately in between. A money rate, based on available data, is then assigned to each job according to the relative position of its job title in the list.
2. **Ranking by job title and job content:** In this process, job content is used to assist in judging the relative importance of the jobs. Otherwise, the method is the same as that described above.

The ranking method has the advantage of simplicity and the disadvantage of lacking substantiating data for use later in justifying the relative position given certain jobs. Furthermore, if only job titles are used some aspects of the jobs may be over-looked such as hazards of the occupation.

THE CLASSIFICATION METHOD

The classification method is used widely in many areas of employment, especially in civil service jobs and is relatively simple. It involves only matching a specific job with a list of tasks in a predetermined labor grade. Each grade has a set money rate. The method works as follows:

1. Establish grades – as many as desired.
2. Describe the types of functions included in each grade.
3. Assign money rates to each grade.
4. Describe each specific job.
5. Match work description with most closely corresponding labor/grade work type description.

Once this has been done, the grade is known, as well as the money rate for the work. However, there are two main faults in this system. First, the assigning of money rates is greatly influenced by the present rate of pay, therefore inequities in pay are often continued. The second fault is in interpretation of the wording used in the job and work type descriptions – they can be easily misinterpreted. This is found especially when a city is trying to attract personnel. In such a case, the work might be matched with an unusually high labor grade and corresponding high money rate. The main advantage of the system is simplicity.

Many people misplace the emphasis of the real function of job descriptions in job evaluations. Some people infer that the principal objective of a job description is to portray the job and that one must only evaluate a description to secure the proper value for that job. In reality, job descriptions are primarily used to classify employees rather than to serve as complete attributes for the jobs in question. This is a very important point and should be kept in mind when writing or applying job descriptions to the classification method.

THE FACTOR COMPARISON METHOD

The factor comparison method is based on the assumption that all jobs contain certain common factors, but these factors differ in degree in which they are present in different jobs. The most common factors used for comparison are skill, mental demands, physical demands, responsibility, and working conditions.

This method of job evaluation involves two rankings: ranking jobs by factors without regard to money and ranking jobs by assigning to each factor a part of the total money rate. The two are compared and any differences are discussed and eliminated.

The first step in this type of system is to clearly describe each factor in each job being evaluated. Key jobs are then selected. A key job is one in which the city and your local agree is properly paid. It is one considered fairly common in the area and which has a money rate also common and uniform in the area. Enough key jobs are selected to cover the entire range of jobs included in the plan – from nearly the lowest to the highest types of work, with several other jobs scattered in between.

These key jobs are then ranked – without regard to money – first for one factor, then for the next factor, and so on. All jobs can then be compared for each factor at a time.

After this is completed the second ranking is done. The total money rate for each key job is broken down with a “proper” portion being assigned to each factor. These portions of money assignments also rank the jobs with respect to one another for each factor. Differences in the two rankings are then worked out.

CONCERNS OF EVALUATING A FIRE FIGHTER

Theoretically, these job evaluation methods attempt to evaluate defined factors such as skill, effort, and working conditions. However, how does one evaluate the hazards fire fighters face every time they respond to an alarm? How does one account for a fire fighter's chances of being injured or killed in the line of duty? Even if job evaluation experts allow for these types of hazards, is the risk of permanent injury or death worth two times the value of the amenities of an office job?

Is responsibility considered as part of a job evaluation? The citizens of a city rely and depend on their fire fighters in emergencies. Every fire fighter needs the other fire fighters in their departments as members of their team because each one is skilled in a particular position. How can this type of responsibility be evaluated? Should an arbitrary value be placed on a fire fighter's responsibility and then justified by the fact that the job evaluation was done by professionals with "scientific" tools? The fact is that fire fighters must endure a number of hazards in order to contain a fire. At other times fire fighters might have to sacrifice their lives in an attempt to rescue an injured person.

The experience of a fire fighter or a fire officer must be considered as well. When a fire officer arrives on the scene of an emergency, immediate decisions must be made that will have a continuing impact on the success or failure of the operations. A fire officer does not have the luxury of thinking about what might be done or what approach could be taken. A fire officer must apply a wealth of background experience in order to avoid the loss of life, provide for the safety of all operating personnel, and keep property damage to a minimum.

THE NEED FOR UNION PARTICIPATION IN THE JOB EVALUATION PROCESS

To ensure that your members are treated fairly in the job evaluation process, it is vital that your union play a major role in the structuring of all job evaluations. Listed below are the steps used in setting up job evaluations. Your local should be familiar with these steps and become involved in the process.

1. **Describing the jobs:** If your local becomes aware that your employer intends to use a consulting firm to conduct a job evaluation survey, your local should obtain job descriptions (such as those listed in this manual or from other locals in your area) and distribute them to each of your members to assist them in filling out their job description forms.

Formulating accurate descriptions of the jobs in your fire department is probably the most important step in the evaluation process since the evaluations will be based on these descriptions. Your entire wage scale, as well as pay for individual jobs will be influenced by these descriptions. Keep in mind that a lot of judgment is used in this step not only as to what appears in the description, but also as to how it is presented.

2. **Studying the jobs:** Before a plan is developed, information must be gathered on the nature of the jobs in your city. This is usually accomplished by observing jobs, interviewing employees and supervisors, and at times by distributing questionnaires. Judgment is then used to determine what is recorded for each job. There is no reason for your local union though, to accept the accuracy of this type of job study.

3. **Analyzing the results of the study:** After the jobs have been studied, the information is analyzed to determine what should be included in each job description. Analysts decide what to include in the job descriptions based on what they believe your city is willing to pay. These analysts may delete certain tasks that they believe are unimportant. Although tasks do differ in importance, all tasks that con-

tribute to the total job must be recorded. This step is not scientific and it too should be subject to review by your local.

4. **Deciding on factors:** After the job descriptions have been developed, it is necessary to choose factors that are common to all the jobs. This too relies on judgment and the variation possible can be seen in the variety of job evaluation plans with different factors in fire departments doing similar work.

5. **Defining the factors:** Once the factors have been decided, it is necessary to define what each means. For example, is the factor of "hazards" to be measured by past accident experience in terms of frequency and severity or in terms of probable severity if an accident should occur, regardless of frequency? A definition is necessary to ensure, as much as possible, uniform evaluation. Your local's viewpoints may differ from those of your city and should be reflected in these definitions.

6. **Deciding on degrees of each factor:** Recognizing that the factors will apply in varying degrees to each job, it becomes necessary to break down the factors into smaller units. It is not necessarily a question of whether a job does or does not require "education" but rather how much "education" is required.

Judgment is required to determine the number of degrees in each factor. Oftentimes this decision is made to provide a plan that appears ideal with an equal number of degrees for each factor, but in reality may be unrealistic and have little practical value.

7. **Defining degrees:** Exactly what is meant by each degree must be spelled out as closely as possible so that the evaluators may judge what distinctions to consider in deciding whether, for example, a job requires the second degree of "experience" (44 points under the plan) or the third degree (66 points under the plan). If the terms used in these definitions are too general, then the evaluators may have inadequate guidance.

8. **Weighting of the factors:** This is probably the most difficult and most often abused step in setting up a job evaluation plan. The total number of points of a job evaluation plan is not important. What is important is the percent of the total applied to each factor. While it is difficult to determine the proper weighting for each of the factors, it certainly should be related to the jobs being described. Because of the range for variation, your local has a stake in seeing that weighting takes what it considers to be a realistic account for each situation.

RIGHT TO ALL INFORMATION ON A JOB EVALUATION PLAN

If your local is subjected to a job evaluation plan, it should attempt to obtain all information on all aspects of the plan. This includes information on job descriptions, the nature of the plan, grades and corresponding wages, and the number of employees required in each job or grade. This information is a necessary tool for your local to be able to develop an evaluation of its own on an informed and intelligent basis and to adequately represent its members.

The right to this information should not be restricted by unreasonable limitations. Therefore, your local should not be limited merely to seeing the information but should be entitled to receive copies for use as your own time and resources require. Your local should be able to study, check and analyze at its own convenience data submitted by the evaluator. In general, the entire job evaluation process should be a bilateral process between your local and management.

JOB PROMOTIONS



Opportunities for promotion are good in most fire departments and advancement generally depends upon scores on a written examination, job performance, and seniority. Increasingly though, fire departments are using assessment centers to screen for the best candidates for promotion. Also, many fire departments now require a bachelor's degree, preferably in public administration or a related field, for promotion to positions higher than battalion chief.

PROMOTION PROCEDURES

The most common methods of selecting a fire fighter to be promoted are based on evaluations from an assessment center, written exams, seniority, interviews, and performance ratings. Each of these are discussed below.

ASSESSMENT CENTERS

A number of today's fire departments are using assessment centers that simulate a variety of actual job performance tasks to screen for the best candidates for promotion. Assessment centers consist of promotional candidates executing situation exercises and/or tests while being evaluated by assessors. These exercises are devised to measure job-related skills and to test these skills in "real-life" situations that may confront the applicants at the higher level position. The judgments of the assessors are combined together and produce the candidates' ratings on each exercise.

The popularity of assessment centers is due to the recognition that managerial positions require different knowledge and abilities than entry-level positions, and that the simulation exercises used in assessment centers may be more valid and meaningful than traditional techniques such as multiple choice and essay examinations, biographical questionnaires, and performance evaluations.

For an assessment center to be successful for promotions, certain criteria are essential. For example, multiple assessment techniques should be used. A valid account of the knowledge, skills, and abilities necessary for the job should be determined through a thorough job analysis. Also, the exercises used in the assessment center must be designed to test the ability of the candidates to meet the requirements established in the job analysis. In addition, multiple assessors should be used, and these assessors should be trained prior to their participation in an assessment center.

WRITTEN EXAMS

The use of the written exam insures a standardized basis of measuring technical job knowledge for all candidates. Though written exams effectively measure reading skills and extent of job knowledge, critics believe that written exams do not measure equally important abilities such as supervisory and communication skills. Critics also believe that written examinations open the possibility that a good candidate might have a bad day on the day of the examination, or that an otherwise qualified fire fighter with good promotion potential might not be as adept as other candidates at taking written tests.

SENIORITY

A majority of municipalities require a seniority requirement be met before a fire fighter can be eligible for promotion. The basic premise for the use of seniority is that the qualities needed to perform higher level work are gained from work experience. Therefore, the most senior individual is the most qualified. Seniority is usually well-defined and eliminates problems associated with subjective evaluations. Critics of the use of seniority claim that the procedure does not insure the competency of the candidate and discourages younger employees who see advancement opportunities tied to time rather than skills and competency.

INTERVIEWS

There are two types of interviews used in the promotion process: 1) individual interviews and 2) oral board interviews. The process of individual interviews varies depending on the person who conducts the interview. In order for individual interviews to be most effective in comparing and contrasting candidates, all candidates should be asked the same questions. In addition, the nature and content of the questions asked should be job-related to make the interview results the most useful.

An oral board interview is similar to the individual interview except that more than one person evaluates the candidates' responses. The context of this kind of interview varies depending on the people who conduct the interview. As with written examinations, interviews open the possibility that an otherwise qualified fire fighter might not be as adept as other candidates at answering oral questions.

PERFORMANCE RATINGS

The purpose of performance ratings is to judge employees against the requirements of their jobs. The appraisal techniques used to determine the effectiveness of each employee varies from written essays to structured numerical and categorical reports that cover a myriad of subjects from work attitude, to habits, to execution of job skills.

Many complaints associated with performance evaluations focus on issues of subjectivity on the evaluation and the vague criteria used by ineptly trained evaluators in evaluating and judging employees. One frequent result of performance evaluations is that an evaluator gives evaluations that reflect the employees' reputations rather than their actual job performance.

In general, fire departments do not rely on only one procedure to make promotional decisions. Most cities use at least two testing procedures. While assessment centers have grown in popularity, currently the most frequently used procedures are the written exam and seniority.

THE SELECTION PROCESS

Once fire fighters become eligible for promotion, their names are transferred to an eligibility list to be certified for promotion. Being transferred to an eligibility list does not necessarily guarantee a promotion though. Most eligible candidates must go through a selection process.

RULE OF THREE

The most common method used by fire departments for selecting employees from an eligibility list is the rule of three. In terms of promotional procedures and test scores, the rule of three states that the applicants with the three highest test scores or total scores (depending on the process) have earned the right to a possible promotion. This way, management has some discretion in choosing the applicant that will be promoted, as long as that applicant's scores are one of the top three. (It should be noted that there can be a decision making policy incorporating a rule of greater or less than three (i.e., rule of one, of two, of four, of five, etc.))

AFFIRMATIVE ACTION

Affirmative action often has varying definitions depending upon the individual defining it. Affirmative action is generally considered a term which broadly encompasses any measure (beyond simple termination of a discriminatory practice), adopted to correct or compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative action was created under Title VII of the Civil Rights Act of 1964. This legislation was enacted to be an active effort to improve the employment and educational opportunities of members of minority groups and women.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964*

All promotions in the United States must be made in compliance with Title VII of the Civil Rights Act of 1964. Title VII prohibits discrimination in all areas of employer-employee relationships on the basis of race, color, sex, religion or national origin. It not only prohibits overt discrimination such as this, but also practices that are fair in form but discriminatory in operation (disparate impact). This means that if a practice is demonstrated to have a substantial impact on women or minorities, the employer must prove the selection device or requirement is job-related and valid. Test validation means there is proven statistical evidence that the test does in fact test for job-related knowledge, skills and behavior.

Title VII of the Civil Rights Act of 1964 allows for formal programs, generally known as affirmative action, that can influence employment decisions with regards to hiring and promotions in an attempt to compensate for past illegal discrimination against protective groups. Affirmative action is generally considered a term which broadly encompasses any measure (beyond simple termination of a discriminatory practice), adopted to correct or compensate for past or present discrimination, or to prevent discrimination from recurring in the future. It is a program initiated by the government under which employers must reach out to underrepresented groups (women and minorities) to boost their representation in the workplace. This is only done if the protected groups are not already properly represented. This policy was enacted to correct the discrimination in the workplace women and minorities have historically faced.

Under affirmative action, quotas are illegal. Sometimes employers use unlawful quotas, usually out of ignorance or an unwillingness to take the time to prepare an appropriate and permissible affirmative action plan. If employers hire women or minorities strictly by the numbers, regardless of qualifications, they are violating the law. Affirmative action is not about quotas or about giving preferences to women and minorities. Rather, it aims to provide opportunities through goals, timetables, and equal treatment. Quotas are only allowed in cases of overt discrimination. The solution for such situations is for the law to be properly enforced.

**In Canada, the Canadian Human Rights Act states that "every individual should have an equal opportunity with other individuals to make for himself or herself the life that he or she is able and wishes to have, consistent with his or her duties and obligations as a member of society, without being hindered in or prevented from doing so by discriminatory practices based on race, national or ethnic origin, colour, religion, age, gender or marital status, or conviction for an offense for which a pardon has been granted or by discriminatory employment practices based on physical disability."*

This act applies to all federal government departments and agencies, and crown corporations and to business and industry under the jurisdiction of the Parliament of Canada in their employment policies as well as in their dealing with the public.

In areas not under federal jurisdiction, protection is given by provincial human rights laws. Each of the ten Canadian provinces has its own anti-discrimination laws that are broadly similar to the federal law.

CONSENT DECREES

A consent decree can be used to institute an affirmative action program. The purpose of this type of agreement between a governmental body (i.e., courts, justice department, a city government) and a third party consisting of women or minorities is to provide equal employment opportunity and to eliminate the effects of past discrimination. The IAFF stands unequivocally opposed to unjust employment practices under the guise of affirmative action which promote quotas or discrimination. The IAFF stands strongly in support of hiring and promotion practices on the basis of skill, ability, and merit.

AMERICANS WITH DISABILITIES ACT

Title I of the Americans with Disabilities Act of 1990 prohibits discriminatory hiring and personnel practices (including promotions) against qualified individuals with disabilities. The law requires employers to provide reasonable accommodations for individuals' mental or physical limitations as long as those individuals can perform the essential functions of a job with or without accommodations, and the accommodations do not present an undue hardship to the employer or constitute a direct threat to the health and safety of the individuals or other employees.

The ADA requires private businesses, state and local governments, employment agencies, and labor unions to give persons with disabilities the same consideration for employment and career advancement that other individuals are afforded. In the process, an employer may have to modify its hiring practices, work procedures, or the physical features of the workplace to meet the needs of disabled employees.

APPENDIX A: EXAMPLES OF CONTRACT LANGUAGE RELATING TO JOB DESCRIPTIONS



The following section provides examples of actual contract language from IAFF locals that pertain to job descriptions. These examples are taken from contracts submitted by local affiliates to the IAFF in 1997. They are presented here as guidelines to be used by your local when developing its own contract language.

NOTE: Keep in mind that contract language is generally the result of compromise and may not accomplish as much in one situation as in another. Therefore, it should not be implied that because the following language is contained in this manual, the IAFF considers it to be ideal for all IAFF affiliates. As such, these examples should be modified to meet the needs of your local when appropriate.

PROBATIONARY FIRE FIGHTER

CLASS TITLE: Probationary Firefighter

DEFINITION:

Under close supervision, trains to assist in extinguishing fires and in the maintenance of Fire Department property and equipment; and does related work as required.

EXAMPLES OF DUTIES:

Attends and successfully completes the Fire Department Training Academy and probationary period. Participates in drills and other training work. Trains to assist in the saving of lives and property and in extinguishing fires on assigned shift. Trains to operate firefighting equipment. Assists in maintaining apparatus, quarters and equipment.

May train to assist in investigating causes of fires and in inspecting both public and private structures to ensure compliance with provisions of the Fire Code. May train to conduct or participate in fire safety programs.

MINIMUM QUALIFICATION:

Training and Experience: Graduation from a recognized high school; or possession of a high school equivalence certificate.

Knowledge, Skills, and Abilities: Ability to read, write, and speak English. Ability to work cooperatively with others. Outstanding integrity, courage, initiative, and a neat personal appearance.

Age Requirement: Applicants must not be less than 18 at the time of application.

Physical Requirements: All applicants must pass a physical examination given by the County Health Department physicians and must be certified as being capable of meeting the physical, medical, and mental requirements established by the Fire Chief. Color blindness is not acceptable.

Character Investigation: All applicants shall be proven by investigation to be of good reputation, character, and morals.

Licenses and Certificates: Possession of a valid license to legally operate any class of vehicle or equipment necessary to perform the duties of the position is required at the time of application. Possession of a current certificate as a Firefighter I is required within one year of the date of appointment.

FIRE FIGHTER I

BASIC FUNCTION

Under the direction of an assigned Fire Lieutenant, perform a variety of duties in the suppression and prevention of fires; maintain fire department equipment, apparatus, and quarters; provide emergency medical care for sick and injured individuals.

REPRESENTATIVE DUTIES

- ☛ Respond to fire alarms and extinguish fires through application of appropriate suppression agent.
- ☛ Connect hose lines to hydrants and pumpers and assure adequate water pressure; advance hoses to search-out seat of the fire.
- ☛ Drive a variety of vehicles and apparatus assigned to the company including trucks, pumpers, vans, aerial ladders, platforms, and telesquirt; determine appropriate response route to emergency scene.
- ☛ Operate a variety of specialized tools and equipment commonly used in fire suppression.
- ☛ Ventilate fire areas of heat, smoke, and gases to facilitate an effective fire attack; remove fire debris to eliminate rekindling.
- ☛ Perform routine maintenance duties for fire fighting equipment, apparatus, quarters, and grounds; perform operational checks on machinery.
- ☛ Provide emergency medical treatment for sick and injured individuals as needed; rescue and evacuate persons in dangerous or life-threatening situations.
- ☛ Participate in fire drills and attend classes in fire fighting techniques and emergency medical treatment procedures.
- ☛ Perform a variety of duties related to fire prevention; inspect buildings and report fire code violations; prepare pre-fire plans; conduct station tours and participate in displays, performances, and other public services.
- ☛ Prepare and maintain a variety of records and reports related to fire suppression and inspection activities and medical treatment.
- ☛ Respond to reports of chemical spills and leaks; remove hazardous materials or render them harmless.
- ☛ Perform specialized marine firefighting duties on a fireboat; extinguish waterfront and vessel fires; rescue and pump out sinking vessels.
- ☛ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ☛ Basic pump and hydraulic operations.
- ☛ Operating characteristics of sprinklers and standpipe systems.
- ☛ Methods, materials and equipment used in fire suppression.
- ☛ Principles and practices of fire science.
- ☛ Rescue and evacuation techniques.
- ☛ Appropriate medical treatment in emergency situations.
- ☛ Record-keeping techniques.
- ☛ Oral and written communication skills.
- ☛ Interpersonal skills using tact, patience and courtesy.
- ☛ Basic first aid procedures.
- ☛ Applicable laws, codes, regulations, policies and procedures.
- ☛ Technical aspects of field of specialty.
- ☛ Marine firefighting techniques.

ABILITY TO:

- ☛ Operate and maintain a wide variety of specialized fire suppression vehicles, apparatus and equipment.
- ☛ Respond to emergency medical calls and provide treatment for sick and injured persons.
- ☛ Utilize appropriate fire suppression techniques and agents.
- ☛ Learn to interpret, apply and explain codes, rules, regulations, policies and procedures.
- ☛ Maintain records and prepare reports.
- ☛ Establish and maintain cooperative and effective working relationships with others.
- ☛ Achieve and maintain status as an Emergency Medical Technician.
- ☛ Perform prolonged and strenuous work in adverse conditions.
- ☛ Learn seamanship, navigation techniques and scuba diving.

EDUCATION AND EXPERIENCE

An equivalent combination to: graduation from high school.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid State driver's license and Certification as an Emergency Medical Technician within a prescribed time period.

WORKING CONDITIONS

Work includes indoor and outdoor environment. The performance of firefighting duties requires above-average aerobic capacity and lifting capabilities as well as good manual dexterity, balance, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

FIRE FIGHTER II

NATURE AND VARIETY OF WORK

This is a skilled firefighting work in combating, extinguishing, and preventing fires in the operation and routine custodial maintenance of fire department equipment, apparatus, and quarters.

Work involves combating, extinguishing, and preventing fires to protect life property. Work also involves custodial maintenance of fire station equipment, apparatus, and quarters, as well as operating equipment as a relief driver when specifically assigned. Employees of this class learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion in fire, heat, smoke, and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, a major portion of duty time is spent drilling and studying methods, techniques, and organization, and in routine duties in the care and maintenance of fire department property and equipment. Work is usually performed in accordance with explicit instructions and well defined procedures under command of a superior officer. Work is reviewed in progress upon completion of adherence to establish procedures and command instructions.

EXAMPLES OF WORK (may not include all duties performed)

- 🔥 Responds to fire alarms; lays out and connects hose and nozzle, and directs water stream; raises and climbs ladders; uses and operates various types of firefighting apparatus such as trucks and equipment, axes, extinguishers, hoses and water guns.
- 🔥 Removes persons from danger and gives first aid to the injured; performs salvage operations, placing covers, sweeping water, and removing debris.
- 🔥 Attends company drills in fire station or training school, receives instruction in firefighting methods, equipment, operations, first aid, and street and hydrant locations.
- 🔥 Performs routine duties in the cleaning, maintenance, and repair of fire department property and equipment.
- 🔥 Performs functions of an emergency medical technician, responding to and/or driving to emergency and other ambulance calls, rendering emergency care, and transporting patients in ambulances.
- 🔥 Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- 🔥 Ability to learn and apply firefighting principles, practices, methods, techniques, and equipment to work situations.

- ☛ Ability to climb ladders and work at heights.
- ☛ Ability to perform arduous work under adverse conditions.
- ☛ Ability to operate motor vehicles safely.
- ☛ Ability to do routine station house maintenance work.
- ☛ Ability to establish and maintain effective work relationships with superiors, other employees, and the public.

MINIMUM QUALIFICATIONS

Graduation from high school, some work experience, possession of a non-commercial Class C motor vehicle operator's license issued by the State and ability to obtain a Class A motor vehicle operator's license issued by the State on graduation from the County Fire Training Academy program.

FIRE FIGHTER III

NATURE AND VARIETY OF WORK

This is specialized fire protection work in operating and caring for major pieces of equipment and combating fires; conducting fire prevention inspections; dispatching equipment to alarms of fire and calls for emergency medical services; and investigating the causes of fires.

Work of this classification involves responsibility for the performance of the assigned specialized duties, responding to the instruction about to be performed at the scene of a fire, and participation in training activities and in company station equipment and quarters maintenance tasks. Work is carried out in keeping with standing orders and established procedures of the department, and is evaluated through observation and review of reports by company or other officers.

EXAMPLES OF WORK (may not include all duties performed)

- ☛ As fire equipment operator: drives fire apparatus including pumpers, aerial ladder trucks, and other equipment to the scene of fires and operates equipment at fire scene; performs light repair and preventive maintenance and services to equipment, and maintains tools and other equipment used at alarms.
- ☛ As fire investigator: makes investigations into the causes of fires; inspects fire grounds, sifts ashes, makes sketches, takes photographs, and interviews witnesses and interrogates suspects; apprehends persons where there is sufficient cause to believe they have committed arson; keeps records and prepares reports; testifies at hearings and in court.
- ☛ As fire prevention inspector: inspects existing buildings and new construction to identify and secure correction of fire hazards, availability of fire protection facilities, and safe means of egress and life safety, safe storage, handling, and practices related to chemicals, explosives, gases, and flammable liquids; maintains records and prepares reports of findings; conducts demonstrations and gives lectures to inform the public regarding fire hazards and prevention; conducts operational tests of fixed automatic fire protection systems.
- ☛ In equipment dispatching: answers all requests for fire and ambulance service; obtains information necessary for dispatching; correlates information received with index of county intersections; dispatches emergency apparatus; maintains records and prepares reports.
- ☛ Performs duties of Firefighter II at the scenes of fires and other emergencies; participates in training and may assist in training new recruits; participates in house duties; takes part in inservice company inspections.
- ☛ Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- 🔥 Considerable knowledge of firefighting practices, principles, methods, techniques, and equipment, with special reference to the area of assignment.
- 🔥 Knowledge of fire laws, rules, and regulations, with particular reference to the area of assignment.
- 🔥 Knowledge of county geography.
- 🔥 Some knowledge of the techniques of leadership, training, and supervision.
- 🔥 Ability to apply firefighting principles, practices, methods, techniques, and equipment in fire equipment operations, investigation, fire prevention, and dispatching.
- 🔥 Ability to operate motor vehicles safely.
- 🔥 Ability to perform arduous work under adverse conditions.
- 🔥 Ability to maintain records and prepare reports of investigations, inspections, dispatching, and equipment operation and maintenance.
- 🔥 Ability to establish and maintain effective work relationships with superiors, other employees, volunteer firefighters, and the public.
- 🔥 Skill in the operation of hand tools and equipment for protection.

MINIMUM QUALIFICATIONS

Graduation from high school, two or more years of experience as a fire fighter in the classified service of the County Fire Department; and possession of a valid Class A motor vehicle operator's license issued by the State.

FIRE FIGHTER/EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

NATURE AND VARIETY OF WORK

This is skilled and highly responsible technical work as a cardiac rescue and emergency medical technician.

Work involves responsibility for performing basic and advanced life support care to sick, injured, or convalescent persons at the site of an emergency or enroute to hospital or other destination. Work is carried out under stressful conditions and must be performed to established protocols governing emergency medical and cardiac rescue services. Work is performed with considerable technical independence, and is evaluated in terms of the applications of approved techniques and safe and skilled operations of equipment in transporting patients to hospitals or other locations of emergency care.

EXAMPLES OF WORK (may not include all duties performed)

- 🔥 Performs necessary basic and advanced life support care on sick, injured, or convalescent persons at the sites of emergencies or enroute to hospitals or other locations; observes established protocols in the use of cardiac rescue procedures.
- 🔥 Carries out physicians' orders and supplies patient information on request of physicians.
- 🔥 Maintains a daily log of responses; obtains medical data and maintains inventories of equipment and supplies; maintains ambulance and equipment.
- 🔥 Performs general duty fire protection work as required.
- 🔥 Participates in station maintenance activities and in general and specialized training.
- 🔥 Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- 🔥 Considerable knowledge of emergency health care, procedures.
- 🔥 Considerable knowledge of symptoms of medical emergencies and of appropriate responses to such conditions.
- 🔥 Knowledge of firefighting practices, principles, methods, techniques, and equipment.

- 🔥 Knowledge of the techniques of leadership, training, and supervision.
- 🔥 Ability to apply emergency medical care and to administer emergency medical procedures and medications.
- 🔥 Ability to evaluate patients' conditions and properly render needed emergency health care.
- 🔥 Ability to operate emergency vehicles.
- 🔥 Ability to establish and maintain effective work relationships with superiors, other employees, and the public.
- 🔥 Ability to respond quickly and effectively in emergency situations.
- 🔥 Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school, successful completion of the County Fire Training Academy program, certification as a nationally registered emergency medical technician paramedic and cardiac rescue technician by the State Board of Medical Examiners, possession of a valid non-commercial Class C motor vehicle operator's license issued by the State and the ability to obtain a class A motor vehicle operator's license issued by the State.

EMERGENCY MEDICAL TECHNICIAN

CLASS TITLE: *Emergency Medical Technician*

DEFINITION:

Under close supervision, provides basic life support to sick, injured or convalescent persons as a member of the County Fire Department Emergency Medical services Division, and drives ambulance; and does related work as required.

EXAMPLES OF DUTIES:

- 🔥 Performs basic life support on sick, injured or convalescent persons at the site of the incident and enroute to the hospital or other destination on an assigned shift. Performs basic patient assessment and takes appropriate vital signs. Performs pulmonary and cardiopulmonary resuscitation. Treats shock, wounds and controls bleeding. Treats injuries to the musculo-skeletal and neurological systems. Immobilizes patients to prevent further injury. Treats victims of medical and environmental emergencies. May perform emergency intravenous therapy. May apply anti-shock garments such as medical Anti-Shock Trousers.
- 🔥 Performs emergency and non-emergency moves at the scene. Uses patient carrying devices and transfers patients to the ambulance. Subdues violent patients. Drives ambulance, using knowledge and skill in driving to avoid sudden motions detrimental to patients. Uses light duty rescue equipment when necessary.
- 🔥 Prepares and maintains logs and reports. Maintains ambulance, equipment, and living quarters. Participates in specialized training courses. May substitute as a paramedic.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from a recognized high school, or possession of a high school equivalence certificate; or employment as a Firefighter in the County Fire Department; plus possession of a current certificate as an Emergency Medical Technician from the State Institute for Emergency Medical Services or a comparable out-of-state agency, or one year's active service as a medic in the U.S. Armed Forces or comparable private sector service, or successful completion of a State approved practical or registered nursing program.

Knowledge, Skills, and Abilities: Knowledge of emergency health care procedures. Knowledge and ability to evaluate patients' conditions and properly render emergency health care. Skill in the operation of emergency vehicles. Ability to deal with the public. Ability to pass specialized training courses dealing with the Emergency Medical Services Division.

Physical Requirements: All applicants must pass a physical examination given by the County Health Department physicians and must be certified as being capable of meeting the physical, medical and mental requirements established by the Fire Chief.

Character Investigation: All applicants shall be proven by investigation to be of good reputation, character and morals.

Licenses and Certificates: Possession of a valid license to legally operate any class of vehicle or equipment necessary to perform the duties of the position is required at the time of appointment. Possession of a current certificate from the State Institute for Emergency Medical Services as an Emergency Medical Technician and completion of approved courses in emergency intravenous therapy and MAST are required upon graduation from the Fire Department Training Academy. All certifications must be maintained at current levels throughout employment.

PARAMEDIC

JOB SUMMARY

Performs responsible firefighter and emergency medical work for the City; engages in fire suppression, fire prevention, rescue and paramedical services.

SUPERVISION RECEIVED

Works under the direct supervision of a superior officer except for the situation requiring Paramedic skills which is supervised via radio by the Emergency Room Physician or established protocol. Incumbent is expected to use initiative and judgment in carrying out duties in the absence of a supervisor.

SUPERVISION EXERCISED

May on occasion and in the absence of a superior officer, exercise supervision over subordinates at the scene of a fire or other emergency. Shall exercise supervision over subordinates at medical emergencies requiring Paramedic skills.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Drives pumpers, ladder trucks, rescues, and water supply apparatus to scene of fire, positioning according to officer's directions or pre-fire plan. Operates pump and adjusts valves to proper water pressure. Operates ladder and controls to allow safe use of ladder and other equipment.
2. As directed, makes search of building interior for rescue purposes. Utilizes techniques of ventilation, applies knowledge of hydraulics and effective application of water for suppression of fire.
3. Enters burning building with hose and other necessary equipment taking direction from officer-in-charge.
4. Performs advanced emergency medical care through the Paramedic skill level as defined by the State Board of Registry of Medicine.
5. Performs Fire Prevention inspections, recording findings and issuing notice of violations.

6. Performs general maintenance on fire station and grounds.
7. Receives training and general instruction from a senior officer in firefighting and rescue techniques and procedures.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Ability to learn and perform a variety of firefighting and/or Paramedical related techniques. Ability to follow written and oral instructions. Ability to work under physically and emotionally stressful situations. Ability to establish effective working relationships with supervisors, peers, and the general public. Ability to perform basic and advanced life support techniques. Successful completion of the State Board of Registry of Medicine requirements for Paramedic Licensing.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a standard four year high school. Possession of a valid State Heavy Motor Vehicle License, Ambulance Attendant's License, and State Paramedic License, as prescribed by the State Board of Registry of Medicine. Must meet department probationary requirements for firefighter within 12 months of appointment.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Continuous physical effort required in handling or lifting gurneys, fire hose, portable pumps, foam generators, various specialized power tools, and appliances used in firefighting. Working conditions are disagreeable with exposure to all weather elements as well as exposure to hazards resulting from firefighting, rescue or other medically related duties, that could result in total disability or death.

FIRE APPARATUS DRIVER/OPERATOR

CLASS TITLE: Fire Apparatus Driver/Operator

DEFINITION:

Under general supervision, drives and operates a fire truck or engine, assists in rescue and firefighting operations, and maintains the apparatus and equipment; and does related work as required.

EXAMPLES OF DUTIES:

Drives fire engine to scene of emergency, observing rules of safe operation of vehicle and proceeding by best possible route. Upon arrival at emergency scene and receiving orders, maneuvers apparatus into position for most effective performance. Places initial hose line and operates pump panel to supply proper water pressure to those lines or master streams. Decides when additional water supply lines are needed and obtains such from other engine companies. Calculates water use from hydrant and maintains continuous knowledge of remaining water availability. Provides and replaces appropriate nozzle and master stream tips as directed. Performs tandem hookup procedure at hydrant. Communicates all pertinent information by radio with other equipment or with dispatch. Obtains secondary water supply if needed. Pumps foam, using proper procedures and pressures. Assists Firefighters in changing air bottles. Cleans, fills and replaces air bottles and masks before leaving fireground. Makes sure all tools removed from apparatus are returned in serviceable condition before leaving scene of emergency. Routinely checks all equipment on apparatus to assure that it is operational. Maintains apparatus in best running condition. Trains to operate other types of apparatus used by the Fire Department. Assists in the training and orientation of new drivers. Participates in in-service training. Assists in cleaning and maintaining quarters and station grounds to provide a safe and pleasant working environment for

station personnel. In emergency situations, may perform Firefighter duties to assist company personnel in rescue or firefighting. Participates in company inspections of mercantile buildings and garden apartments to assist in pre-fire planning and for the purpose of familiarization with hydrant location, standpipe location, etc.

OR

Drives fire truck or operates the tiller of such vehicle to scene of emergency, observing rules of safe operation of vehicle and proceeding by best possible route. Upon arrival at emergency scene and receiving orders, maneuvers apparatus into position for most effective performance, with driver and tiller operator working together. Sets up aerial ladder safely for rescue, ventilation, entry or water operations. Relays pumping information to pump operator when operating water tower. Sets up rescue equipment such as hurst tool, saws or porto power. Provides equipment from truck as needed. Makes sure all equipment removed from truck is returned in serviceable condition before leaving scene of emergency. Routinely checks all equipment on apparatus to assure that it is operational. Maintains apparatus in best running condition. Works with truck personnel to practice all phases of rescue including set up and upper story aerial rescue from windows. Trains in truck driver and tiller operator positions. Trains to operate other types of apparatus used by the Fire Department. Assists in the training and orientation of new drivers. Participates in in-service training. Assists in cleaning and maintaining quarters and station grounds to provide a safe and pleasant working environment for station personnel. In emergency situations, may perform Firefighter duties to assist company personnel in rescue or firefighting. Participates in company inspections of mercantile buildings and garden apartments to assist in pre-fire planning and for the purpose of familiarization with hydrant location, standpipe location, etc. Maintains Phantom Map Book. Maintains knowledge of new streets and hydrant locations. Maintains geographic familiarity of district and surrounding districts.

MINIMUM QUALIFICATIONS:

Training and Experience: Three years of service as a Probationary Firefighter and/or Firefighter in the County Fire Department, plus current certifications as a Firefighter III and a Fire Apparatus Driver/operator (NFPA 1002, engine, aerial and tiller).

Knowledge, Skills, and Abilities: Skill in driving fire engines, ladder trucks and truck tillers in a safe and effective manner. Skill in positioning apparatus for efficient emergency scene operations. Knowledge of basic foreground hydraulics. Knowledge of rescue and ventilation equipment and procedures. Ability to provide appropriate fire flow as ordered. Ability to anticipate hazards to firefighters and victims. Skill in performing hydraulic calculations. Ability to operate fire pumps. Knowledge of various apparatus systems. Knowledge of apparatus preventive maintenance procedures. Ability to identify apparatus malfunctions and to correct minor problems. Ability to train on several pieces of apparatus.

Licenses and Certificates: Possession of a valid license to legally operate any class of vehicle or equipment necessary to perform the duties of the position is required prior to promotion.

FIRE CAPTAIN

BASIC FUNCTION

Under the direction of a Battalion Chief, supervise and direct Firefighters in a fire company in a variety of fire related activities and medical emergency procedures or, on rotational basis, organize and supervise Training Center activities; supervise, discipline and evaluate the performance of assigned staff; supervise and coordinate training and station maintenance activities.

REPRESENTATIVE DUTIES

- ☛ Supervise and direct firefighting personnel involved in fire suppression, protection and prevention activities and medical emergency situations in an assigned area of responsibility.
- ☛ Respond to fire alarms and determine what equipment and apparatus are required; determine appropriate methods of extinguishment.
- ☛ Supervise assigned Firefighters in extinguishment activities such as laying hose, placing ladders and directing water streams; supervise rescue, ventilation and salvage activities.
- ☛ Establish and implement station maintenance schedules for assigned equipment, apparatus and facilities; assure proper functioning of equipment and initiate repair requests.
- ☛ Organize and conduct a variety of tests and drills including multi-company drills; train and provide instruction to subordinates in the operation, function, maintenance and limitation of assigned equipment and apparatus.
- ☛ Respond to medical emergency calls and supervise the assessment of patient condition and initiation of treatment, pending the arrival of a paramedic or other skilled health care provider.
- ☛ Supervise a variety of duties related to fire prevention such as inspecting buildings and reporting fire code violations; assure that commercial buildings and apartments in the district are in compliance with fire codes, laws and ordinances.
- ☛ Supervise and evaluate the performance of assigned firefighting staff; counsel and discipline subordinates as needed; relay orders and procedural information.
- ☛ Order station, rig and emergency medical supplies and equipment; maintain current inventory and assure proper storage and use of equipment and supplies.
- ☛ Supervise and participate in the preparation and maintenance of numerous records and reports related to personnel, incidents, maintenance and supplies.
- ☛ Supervise and participate in a variety of community service projects and fire education activities such as station tours, displays, performances and pre-fire planning.
- ☛ Organize and supervise Training Center activities as assigned; develop and implement on-going training programs for Fire Department personnel; evaluate the performance of probationary firefighters.
- ☛ Serve as incident commander as assigned by the Battalion Chief; provide assistance and support to superior officers as directed.
- ☛ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ☛ Fire department organization.
- ☛ Principles and practices of supervision and training.
- ☛ Geographical location of hydrants and street names in assigned district.
- ☛ Basic pump and hydraulic operations.
- ☛ Methods, materials and equipment used in fire suppression.
- ☛ Principles and practices of fire science.
- ☛ Rescue and evacuation techniques.
- ☛ Appropriate medical treatment in emergency situations.
- ☛ Record keeping techniques.
- ☛ Oral and written communications skills.
- ☛ Interpersonal skills using tact, patience and courtesy.
- ☛ Basic First Aid procedures.
- ☛ Applicable laws, codes, regulations, policies and procedures.
- ☛ Technical aspects of field of specialty.
- ☛ Principles, methods and techniques used in training Fire Department personnel.

ABILITY TO:

- 🔥 Supervise the operation and maintenance of a wide variety of specialized fire suppression vehicles, apparatus and equipment.
- 🔥 Develop and implement maintenance schedules and inspect equipment for proper functioning.
- 🔥 Respond to emergency medical calls and provide treatment for sick and injured persons.
- 🔥 Train, supervise and evaluate personnel.
- 🔥 Organize and conduct multi-company drills.
- 🔥 Utilize appropriate fire suppression agents and techniques.
- 🔥 Properly supply water to attack lines at fire scene
- 🔥 Interpret, apply and explain codes, rules, regulations, policies and procedures.
- 🔥 Supervise fire suppression and prevention activities.
- 🔥 Establish and maintain cooperative and effective working relationships with others.
- 🔥 Maintain status as an Emergency Medical Technician.
- 🔥 Perform prolonged and strenuous work in adverse conditions.
- 🔥 Supervise the preparation and maintenance of records and reports.
- 🔥 Develop and implement training programs and curriculum.

EDUCATION AND EXPERIENCE

An equivalent combination to: graduation from a standard high school and at least two years experience at the level of Fire Lieutenant.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Valid State driver's license and Certification as an Emergency Medical Technician.

WORKING CONDITIONS

Work includes indoor and outdoor environment. The performance of firefighting duties requires above-average aerobic capacity and lifting capabilities as well as good manual dexterity, balance, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

FIRE LIEUTENANT

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A Fire Lieutenant performs supervisory and skilled fire fighting, fire prevention and code enforcement work. Under direction of a superior officer, a Fire Lieutenant typically has direct command over a number of Firefighters in an assigned company, has responsibility for their safety, training and discipline, and for the proper maintenance of apparatus and equipment. The incumbents of this class drill and instruct subordinates and are responsible for their performance at the scene of a fire. A Fire Lieutenant may command several firefighters assigned to a hazardous materials unit. Performance is reviewed regularly by a Fire Captain or Fire Battalion Chief and evaluation is based on the performance of the assigned company or other assigned duties. Assignments of comparable responsibility may involve duties in connection with the personnel, accounting/purchasing information systems, fire training program and other administrative assignments of the Department.

ILLUSTRATIVE EXAMPLES OF WORK:

- 🔥 Supervises and directs the personnel and operations of a fire company and may be the on scene commander of multi-alarm fires or disasters until relieved by a superior officer;

- ☛ Commands several Firefighters assigned to a hazardous materials unit;
- ☛ Responds to fires, hazardous materials, medical emergencies, rescues, and other related emergency requests;
- ☛ Evaluates the most effective use and maintenance of apparatus and equipment, directs procedures, and coordinates firefighting work until relieved of command by a superior officer (coordinates placement of ladders and laying of hose lines, directs pressure and use of water streams, directs ventilation procedures, salvage operations and related activities);
- ☛ Supervises the keeping of fire apparatus and equipment in a state of readiness, inspects apparatus and equipment to determine need for maintenance or repair work, and conducts annual test of aerial trucks and fire pumpers;
- ☛ Assigns, reviews and evaluates work of and trains subordinates, instructs and drills Firefighters in fire fighting tactics, life safety, fire and health codes, City and State ordinances, special equipment, and related matters, prepares personnel performance and activity reports, and maintains required records;
- ☛ Responds to emergency rescue calls, gives emergency medical treatment, and transports injured or sick persons to hospitals;
- ☛ Prepares reports of all fires and related emergency activities, use and condition of apparatus, related equipment and supplies;
- ☛ Conducts inspections and enforces City codes including fire, health, housing, building, and related codes, explains code violations and recommends remedial actions, issues oral and written orders for compliance, tickets vehicles for violation of traffic and fire codes, and, as necessary, arranges for towing of vehicles;
- ☛ Plans and supervises several Departmental administrative services including supply and equipment, facilities maintenance, and the training program, and ensures Departmental directives, policies, and procedures are followed;
- ☛ Plans, assigns, reviews and evaluates work of subordinates for effectiveness, efficiency and adherence to policies and procedures;
- ☛ Investigates personnel and vehicle accidents, injuries and property damage, reports unsafe conditions, and prepares reports and recommendations;
- ☛ Develops, recommends and implements programs and ensures standards and deadlines are met;
- ☛ Participates in and insures completion of subordinates' physical fitness requirements;
- ☛ Participates in fundamental and advanced skills training sessions;
- ☛ Maintains familiarity with the latest information and developments in fire suppression, protection and prevention, and in the areas of housing, building, electrical, and plumbing materials and systems by reading training materials, professional journals, and other publications;
- ☛ May represent the Department in schools, community groups, etc., to explain fire prevention and safety methods;
- ☛ Performs related work as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of modern fire fighting principles, practices and procedures, hazardous materials handling, and building, housing, fire, health and other City codes; good knowledge of enforcement procedures and techniques; good knowledge of the geography of the City and surrounding areas, including the location of streets and hydrants; good knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department; good knowledge of Departmental policies, rules and regulations; good knowledge of emergency medical principles and skill in their application including CPR; some knowledge of managerial principles and emergency incident leadership skills including organizing, directing and issuing orders, delegating authority, discipline, motivating and counseling; ability to plan, assign and supervise the work of subordinates, both under emergency conditions and in routine work; ability to train and instruct subordinates in modern fire fighting principles, practices and procedures and in code enforcement; physical strength and agility and freedom from serious physical defects as indicated by a physical examination.

MINIMUM REQUIREMENTS:

Completion of high school level courses, and considerable experience in fire fighting work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Must meet and maintain all certification as NFPA Instructor I and Officer I and requirements of Firefighter I including NFPA FF I, II, III, NFPA Hazardous Materials I, State EMT-A and successful completion of recruit school. Certification requirements for Fire Lieutenant Hazardous Materials Team include NFPA Hazardous Materials II certification.

FIRE BATTALION CHIEF

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A Fire Battalion Chief is responsible for the command and direction of a major function of the City's Fire Department. An incumbent in this class may be responsible for the direction of all fire stations, fire fighting and related activities on an assigned shift; act as the Department's training officer; or direct the Department's Administrative Services Bureau. The work is performed in accordance with Departmental regulations, and is subject to review by the Fire Chief or Deputy Fire Chief, but requires considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

ILLUSTRATIVE EXAMPLES OF WORK:

- Supervises all City fire companies during both emergency and routine operations, or directs the Department's Administrative Services Bureau;
- Responds to all fire alarms during an assigned shift, relieves subordinate officers of command upon arrival, and directs fire fighting, rescue and salvage operations;
- Plans, coordinates, supervises and evaluates administrative functions of the Fire Department including facilities and fleet maintenance, planning and emergency preparedness, fire communications, personnel and recruitment, data processing, budget and fiscal matters, accounting, purchasing, public information and media relations;
- Supervises, trains and evaluates personnel in the Administrative Services Bureau;
- Calls additional units to the scene of a fire as required and releases units as the situation warrants;
- Conducts regular inspections of personnel, quarters, equipment and records, and reviews reports;
- Directs Department's data processing and record maintenance functions;
- Acts as Training Officer planning, directing, and supervising the Department's training program (recruit in-service and volunteer training) including planning and preparing training outlines and instructions, scheduling sessions, teaching and testing;
- Prepares a variety of reports;
- Directs building and fleet maintenance operations;
- Directs and supervises fire communications operations;
- Schedules and grants leave, maintains discipline and recommends personnel changes;
- Plans and directs contracting functions and coordinates activities of vendors;
- Directs recruitment functions;
- Participates in the development of and maintains the Department's directive system including rules, field operating procedures, orders and manuals;
- Directs and evaluates emergency preparedness coordination for natural and other disasters, which includes the City's Civil Defense and Federal Emergency Management Agency functions;
- Acts as Department safety officer;
- Approves requests for repairs, equipment and supplies;
- Investigates complaints and accidents;

- ☛ Appears at public functions to represent the Fire Department;
- ☛ Issues supplies and clothing;
- ☛ Investigates accidents involving Fire Department equipment for damages and schedules repairs;
- ☛ Responds to Police calls for assistance;
- ☛ Performs related work as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- ☛ Thorough knowledge of fire fighting methods and equipment and of fire prevention methods;
- ☛ Thorough knowledge of the geography of the City and surrounding areas, including the location of streets, hydrants and major fire hazards;
- ☛ Thorough knowledge of the operation and maintenance requirements of the various types of apparatus and equipment used by the Fire Department;
- ☛ Thorough knowledge of the principles and practices of public administration including budgeting, finance and personnel management;
- ☛ Thorough knowledge of management procedures and practices;
- ☛ Thorough knowledge of Departmental and City policies and regulations and of the laws and ordinances affecting Fire Department operations;
- ☛ Thorough knowledge of code enforcement regulations, procedures and techniques;
- ☛ Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances;
- ☛ Ability to plan, assign and direct the work of a number of subordinate operating units, and to direct the work of subordinate employees under emergency conditions;
- ☛ Ability to plan, prepare, and monitor a departmental budget;
- ☛ Ability to establish and maintain effective working relationships with subordinates, other City officials and the general public;
- ☛ Ability to perform the tasks of the job under adverse weather conditions;
- ☛ Ability to communicate clearly and effectively, both orally and in writing; and
- ☛ Ability to apply knowledge of organizational problems for the effective and economical utilization of Departmental resources.

MINIMUM REQUIREMENTS:

Extensive experience in fire fighting work, including considerable experience in a supervisory capacity at the level of Fire Captain, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Must meet and maintain all certifications required for Fire Captain.

FIRE CHIEF

BASIC FUNCTION

Under the direction of the City Manager, serve as the chief administrator in the management, direction and control of the City Fire Department; plan and organize departmental operations and activities; formulate and develop departmental policies, rules, regulations and general orders; prepare and, manage the Fire Department budget.

REPRESENTATIVE DUTIES

- ☛ Plan, organize, direct and control the activities and personnel of the City Fire Department; serve as chief administrator of the department.

- ☛ Formulate and develop long range plans, goals and objectives for the Department; assess progress and performance in achieving established goals.
- ☛ Develop and implement departmental policies, rules, regulations and general orders designed to prevent and minimize the loss of life and property in major emergency situations.
- ☛ Plan and organize Fire Department operations and activities with respect to equipment, apparatus and personnel to assure maximum efficiency and effectiveness.
- ☛ Assure proper enforcement of City and State Fire and Harbor Codes; direct the inspection of buildings and other structures for fire hazards and code violations.
- ☛ Prepare and develop the annual Fire Department budget; supervise and control expenditures; assure compliance with established fiscal policies of the City.
- ☛ Respond to major emergency incidents and assume or delegate command; direct appropriate actions to protect life and property and control the fire's spread.
- ☛ Supervise and evaluate the performance of assigned staff; review and approve hiring, training, promotions and assignments; discipline and terminate as appropriate.
- ☛ Analyze staffing needs and apportion work among the divisions; define reporting relationships and delegate authority as needed to accomplish Fire Department goals.
- ☛ Direct the maintenance and repair of Fire Department buildings, equipment and apparatus; evaluate departmental requirements and recommend appropriate purchases of supplies and equipment.
- ☛ Communicate with other City officials, community leaders and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise.
- ☛ Attend, chair and participate in a variety of meetings, boards and committees ; attend civic events and represent the Fire Department; provide information to civic groups regarding departmental functions and activities.
- ☛ Analyze, review and supervise the preparation of comprehensive reports and records related to personnel, property and operations of the department.
- ☛ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ☛ Principles of municipal fire department administration.
- ☛ Development of long-range plans and objectives for a large organization.
- ☛ Fire Department organization, policies, rules and regulations.
- ☛ State and City Fire and Harbor Codes.
- ☛ Principles and practices of modern firefighting and fire prevention.
- ☛ Budget preparation and management.
- ☛ Maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus.
- ☛ Fire suppression strategies, tactics and procedures.
- ☛ Oral and written communication skills.
- ☛ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ☛ Interpersonal skills using tact, patience and courtesy.
- ☛ Principles and practices of administration, supervision and training.
- ☛ Technical aspects of field of specialty.
- ☛ City organization, operations, policies and objectives.

ABILITY TO:

- ☛ Plan and organize diversified programs in fire department administration, training and fire prevention.
- ☛ Formulate, develop and implement policies, plans and goals in a large emergency response organization.
- ☛ Manage and direct fire suppression operations.
- ☛ Prepare and manage the Fire Department's budget.
- ☛ Enforce State and City Fire and Harbor Codes.
- ☛ Respond to major emergency situations and assume or delegate command.
- ☛ Direct the maintenance and repair of Fire Department property and equipment.

- ☛ Communicate effectively both orally and in writing.
- ☛ Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- ☛ Establish and maintain cooperative and effective working relationships with others.
- ☛ Analyze situations accurately and adopt an effective course of action.
- ☛ Meet schedules and time lines.
- ☛ Plan and organize work.
- ☛ Train, supervise and evaluate personnel.
- ☛ Assign and review the work of others.

EDUCATION AND EXPERIENCE

An equivalent combination to: graduation from a four-year college or university with emphasis in fire science, public administration or a related field and five years increasingly responsible and varied administrative and supervisory experience above the level of Captain.

WORKING CONDITIONS

Work is generally performed in an office environment and involves travel from site to site. The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals and adverse weather conditions.

FIRE ADMINISTRATIVE OFFICER

GENERAL STATEMENT OF DUTIES:

Serves as administrative assistant to Fire Chief with responsibility for business management activities of the department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The Fire Administrative Officer is responsible for program development, budget preparation and administration, record keeping, building maintenance and related staff activities of the department. The position requires a background in public and business administration. Staff supervision may be exercised over the activities for which responsible.

EXAMPLES OF WORK: (illustrative only)

- ☛ Plans, organizes and directs the administrative service functions in the department, e.g. routine office work such as typing and filing, editing and publishing of the department manual, editing and publishing of departmental orders, forms management and records management;
- ☛ Assists the Fire Chief in developing and presenting the department budget;
- ☛ Maintains control of purchases and expenditures and keeps the pay records;
- ☛ Oversees the upkeep and maintenance of five fire stations, the vehicle maintenance shop, fire headquarters and the quartermaster's office;
- ☛ Develops administrative policies and procedures as required;
- ☛ Prepares specifications and regulations;
- ☛ Develops comprehensive programs aimed at satisfying assigned tasks and objectives, e.g. awards commendation program, inventory control system for supplies, forms management program and special projects;
- ☛ Coordinates and directs the activities of household supply room, fire hose repair, fire hydrant repairs with Public Works Department and works with the Map Officer on the publishing of maps;
- ☛ Works with senior station officers on building maintenance administration;
- ☛ Acts as the public information officer for the department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 🔥 Good knowledge of research techniques, methods and procedures;
- 🔥 Good knowledge of the principles and practices of public administration;
- 🔥 Good knowledge of the principles, methods and practices of municipal finance accounting and budget preparation;
- 🔥 Good knowledge of modern office management principles, practices and equipment;
- 🔥 Good working knowledge of and ability to make decisions in accordance with the rules, regulations and ordinances governing the organizational unit to which assigned;
- 🔥 Ability to organize, allocate, coordinate and review the work of subordinates engaged in routine and complex clerical or research work;
- 🔥 Ability to analyze, interpret and report research findings;
- 🔥 Ability to establish and maintain effective working relationships with employees, municipal officials and the public;
- 🔥 Good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of responsible experience in research, finance or public administration in municipal government and graduation from a college or university of recognized standing with major course work in public or business administration, preferably possession of a master's degree in public administration or related field; or any equivalent combination of experience and training which provides the required knowledge's, skills and abilities.

FIRE DISPATCHER

I. CLASS DEFINITION

A Fire Dispatcher receives emergency, fire and medical calls from the public and dispatches fire fighting or ambulance units. Work of this class involves no supervisory duties or responsibilities.

Incumbents receive moderate supervision from a technical superior. Employees in this class work rotating shifts including evenings, weekends and holidays. Work is performed in a radio communications station with dim overhead lights and continually blinking red lights from a large wall board. Work requires minimal physical exertion.

II. DISTINGUISHING FEATURES OF THE WORK

Not Applicable.

III. TYPICAL EXAMPLES OF THE WORK

(The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these examples depending on the organization of work within the agency. This list is not inclusive. A position may require related duties not listed, if necessary, to accomplish the work of the agency.)

- 🔥 Receives alarms of fire, ambulance calls and requests for rescue and other emergency services.
- 🔥 Dispatches fire fighting units, ambulances and other emergency equipment; determines response needed to emergency and dispatches various types of units, if necessary.
- 🔥 Operates a multi-channel radio transmitter, voice recorder, computer terminal with input keyboard and telephone in order to receive alarms and dispatch fire fighters and emergency units.
- 🔥 Maintains computerized updated record of movement, location and involvement of assigned units; maintains log of all calls and action taken.

- ☛ Monitors fire and emergency medical calls of adjacent jurisdictions.
- ☛ Performs related work as required.

IV. KNOWLEDGE, SKILLS AND ABILITIES

- ☛ Ability to use radio communication equipment effectively.
- ☛ Ability to type.
- ☛ Ability to respond to emergencies quickly.
- ☛ Ability to speak distinctly.
- ☛ Ability to work calmly in stressful situations.

V. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requirements - Graduation from an accredited high school or possession of a GED certificate and four years of experience in public contact work including one year of experience in operating two-way radio and related communications equipment.

Equivalencies - Equivalent combination of education and experience.

VI. LICENSES, REGISTRATIONS AND CERTIFICATES

Not Applicable.

FIRE INSPECTOR

BASIC FUNCTION

Under the direction of the Deputy Fire Marshal, perform inspections to enforce fire prevention laws, ordinances and codes; promote the development and use of effective fire prevention methods; provide instruction to the City Fire Department personnel and the general public regarding fire codes and prevention.

REPRESENTATIVE DUTIES

- ☛ Inspect commercial, industrial and residential buildings and facilities to identify fire hazards and assure proper functioning of fire protection equipment.
- ☛ Assure compliance with a variety of fire prevention laws, ordinances and codes; initiate steps to enforce compliance as needed.
- ☛ Respond to reports of fire code violations; inspect premises, make appropriate recommendations and issue citations as needed.
- ☛ Prepare and maintain a variety of records and reports related to fire inspections, code requirements, permits and training.
- ☛ Promote the development and use of effective fire prevention methods.
- ☛ Provide information regarding the storage of flammable materials, electrical hazards and other common causes of fires.
- ☛ Instruct employers, civic groups, school children and others in extinguishing small fires, escaping burning buildings, operating fire extinguishers and establishing evacuation plans.
- ☛ Perform the duties of Fire Investigator as assigned.
- ☛ Provide instruction to fire suppression personnel in basic fire inspection procedures.
- ☛ Produce or acquire training materials related to firefighting and emergency medical techniques.

- ☛ Respond to fire alarm calls; interview witnesses, photograph fire scenes and examine debris to establish the cause and origin of the fire.
- ☛ Review building and fire suppression plans to assure the construction of safe and code-conforming buildings, fire suppression and fire alarm systems.
- ☛ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ☛ Principles and practices of fire science.
- ☛ Methods, materials and equipment used in fire suppression.
- ☛ Fire prevention laws, ordinances and codes.
- ☛ Interviewing techniques.
- ☛ Fire alarms and sprinkler system operation.
- ☛ Record-keeping techniques.
- ☛ Oral and written communications skills.
- ☛ Interpersonal skills using tact, patience and courtesy.
- ☛ Telephone techniques and etiquette.
- ☛ Technical aspects of field of specialty.

ABILITY TO:

- ☛ Provide instruction to departmental personnel, civic groups, school children and others.
- ☛ Inspect businesses, buildings and facilities to assure code compliance.
- ☛ Prepare displays, teaching materials and make oral presentations.
- ☛ Read and review construction and fire suppression plans.
- ☛ Identify fire hazards and causes.
- ☛ Communicate effectively both orally and in writing.
- ☛ Read, interpret, apply and examine codes, rules, regulations, policies and procedures.
- ☛ Maintain records and prepare reports.
- ☛ Establish and maintain cooperative and effective working relationships with others.
- ☛ Perform prolonged and strenuous work in adverse conditions.

EDUCATION AND EXPERIENCE

An equivalent combination to: graduation from high school supplemented by specialized course work and training in fire prevention and three years experience as a Firefighter.

WORKING CONDITIONS

Work involves driving from site to site and is performed indoors and outdoors. The position requires above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

APPENDIX B: EXAMPLES OF CONTRACT LANGUAGE RELATING TO PROMOTIONS



The following section provides examples of actual contract language from IAFF locals that pertain to promotions. These examples are taken from contracts submitted by local affiliates to the IAFF in 1997. They are presented here as guidelines to be used by your local when developing its own contract language.

NOTE: Keep in mind that contract language is generally the result of compromise and may not accomplish as much in one situation as in another. Therefore, it should not be implied that because the following language is contained in this manual, the IAFF considers it to be ideal for all IAFF affiliates. As such, these examples should be modified to meet the needs of your local when appropriate.

Merit Based (Written Test, Review Board, Seniority Breaks Ties)

Article IX: Promotions, Transfers, and Educational Opportunities

9.1 Promotion to the ranks of Senior Firefighter, Fire Inspector, Lieutenant, and/or Captain shall be based on merit, as outlined below, with seniority used to break any tie.

9.3 All applicants will take a written objective (non-essay) test that will be marked from zero (0) to one hundred (100). An applicant shall not be eligible for promotion unless the applicant's score on the test equals at least 90% of the national average achieved on the test at the most recent administration for which data is then available. The test shall be the same for all applicants, and it shall be rationally related to the skills required for the position being applied for.

9.4 All applicants for Lieutenant or Captain positions (not Senior Firefighters) shall be interviewed by a Review Board composed of the three (3) Shift Commanders, the Training Battalion Chief, the Battalion Chief in charge of Prevention, the Chief in charge of Suppression, the Chief or his designee. In all cases the Review Board shall incorporate an evaluation of the applicant's service record and performance evaluations. The Board shall have the option of consulting with the applicant's immediate superior. The Board shall issue a score of zero (0) to one hundred (100) to each applicant. The Board will not have access to the test results prior to awarding the Review Board scores.

9.5 The test score and Review Board score shall be added to constitute the applicant's total score, and the applicant with the highest score shall be awarded the promotion. Each applicant shall be entitled to receive a written statement of his test score, Review Board score, cumulative score, and a list of all other scores with the identity of the applicants deleted.

Seniority and Merit Based (Written Test 70%, Oral Test 15%, Work Record 15%; Rule of 2)

Article XXXII: Promotion Policy

Promotions shall be based on merit, to be ascertained by tests provided by the Civil Service Commission, and upon the superior qualifications of the persons promoted, as shown by previous service and experience. Provided, however that:

- A. No person shall be eligible for promotion from a lower grade to the next higher grade until such person shall have completed two years of service in the next lower grade in the Department.
- B. Each employee testing for a position shall be required to achieve a passing grade of seventy percent (70%) on the written test to be eligible for promotion.
- C. A passing grade shall count as seventy percent (70%) of the total score with an additional fifteen percent (15%) awarded for the individual's work record and an additional fifteen percent (15%) awarded for the oral examination.
- D. The same oral examination questions will be given to each candidate.
- E. The oral examination questions will be practical in character.
- F. The same members of the Board of Review will be present to question and grade all oral examination candidates and to thereafter review their service records.
- G. If a member of the Board of Review has a relative being considered for promotion, that member will be substituted by another person for the oral examinations and service record reviews during that promotion or test cycle.
- H. A Union "watcher" (member of the Union) can be present during the oral examinations and service record reviews, provided that the City is given one (1) week notice of the name of the designated watcher, and that the same watcher will be present during all of the examinations and record reviews.

- I. All oral examinations will occur on the same day. The Union watcher and all candidates will be sworn to secrecy. The Review Board and the City will be responsible for establishing procedures to segregate the Board members and Union watcher from the candidates (except during the actual examination), and to segregate candidates who have finished the examination from those who are waiting to take it.
- J. Candidates' entire personnel files will be reviewed during the service record evaluation, and such files will have nothing added or removed in preparation for this review.
- K. A standardized work-related test will be used for the written examination, with a list of study materials to be given at least sixty (60) days from the completion of that portion of the examination.
- L. All scores of each of the three parts of the examination will be posted within twenty (20) days from the completion of that portion of the examination.
- M. The written portion of the examination will be provided with written evidence of his/her score (or at least the number of correct and incorrect answers).
- N. The entire testing process will be completed within two (2) months of the date the written test is given.
- O. The final list of eligible fire fighters will expire one (1) year after the date on which the written portion of the examination is completed.
- P. The Review Board for the oral examination and service record shall be composed of the City's Director of Public Safety or the Fire Chief and two neutrals with experience in fire fighting and/or performance related promotional testing for the fire fighters. The two (2) neutrals shall be selected from a list of fifteen neutrals which will be jointly composed and approved by the City and the Union.
- Q. The questions to be asked by the Review Board shall be designed in advance by the City in consultation with a professional consultant from outside the City with experience in fire fighting and the creation of performance related promotional examinations for fire fighters. The oral examination questions shall include at least one (1) fire scenario portion.
- R. The City agrees to a rule of two (2) for promotion of fire fighters, i.e. the City will promote one (1) of the top two (2) candidates certified to it from the list of eligibles. If a candidate is passed over twice for promotion, the City must give reason for rejection within ten (10) days of the decision to reject, and the reason must be subject to the just-cause test.
- S. To the extent not inconsistent with the foregoing, the provisions of the 1983 promotional policy will remain "as is" and are embodied in the labor agreement as Schedule C. (Ed. note — Schedule C is available upon request)
- T. A Union appointed proctor, who shall be an elected Union official, shall be present at all phases and parts of the examination procedure except the deliberations over oral examinations.

Seniority Based (Seniority is Highest and Only Reason)

Promotions and Transfers - Fire Fighting Division

1. **General:** Promotions in the Fire Department shall be based on length of service therein. The officers or employee thereof having served the longest period in any position shall be advanced to fill any vacancy in the next higher position, if he shall have the qualifications therefor.
 - a. Promotions shall be based solely upon seniority provided the senior employee shall satisfy qualifications for the position for which he is to be promoted.
 - b. Such qualifications shall be determined by the Fire Commissioner subject to his bargaining obligations under the Public Employees Relations Act.
 - c. Such promotional qualifications shall be reasonable, relevant, objective, non-arbitrary, and non-competitive.

- d. No senior employee eligible for promotion shall be bypassed unless he shall be affirmatively disqualified for cause by the Fire Commissioner, with reasons therefore stated in writing. The foregoing shall be inapplicable with respect to terminations under Title IX, Chapter 7, Article 6, Part A, Section I of the former City charter as amended.
- e. Seniority credit for promotions to any position in the Fire Fighting Division shall be frozen and cease to accumulate for any member upon acceptance of a transfer and permanent promotion to any other division of the Department. In the event such a person is returned to the Fire Fighting Division, he shall be reinstated with his frozen seniority.
- f. Promotion to any rank shall require successful passage of a physical examination by the department physician.
- g. No written qualifying examinations, competitive or non-competitive, shall be required as a condition of promotion.

Merit Based (Rule of 1)

Article XXIX: Eligibility Lists and Promotions

Section 1: Whenever any vacancy(s) occurs within any promotional position within the Fire Department as a result of a termination, or as a result of a re-allocation or re-classification, or as a result of the creation of a new position, and an eligibility list (for the class to which such position is allocated), is in existence at the time of such termination, re-allocation, re-classification, or at the time such new position is created, the Fire Chief, no later than ten (10) days after the date of such vacancy, shall request the Personnel Director to certify the name of the person standing highest on such eligibility list, and within ten (10) days after such request is made, the Personnel Director shall so certify, and the Board of Fire Commissioners, no later than ten (10) days after the date on which the certification is made, shall appoint the person so certified, to fill such vacancy. If a vacancy occurs during the last ten (10) days of the term of an eligibility list, the Fire Chief shall immediately request certification of the name of the individual next on the appropriate eligibility list directly from the Personnel Director who shall immediately certify the name of such eligible individual. This request for certification shall be subject to the post-approval of the Mayor and Budget Director, which approvals are normally required. The intent of the two preceding sentences is to assure the promotion of the next highest standing individual on the eligibility list for the position in question, which eligibility list is in existence at the time the vacancy occurs. Whenever such vacancy in a promotional position occurs and there is no appropriate eligibility list in existence, the Personnel Director within ninety (90) days of the date of such vacancy, shall conduct a competitive examination, in accordance with the Civil Service provisions of the Charter, in order to establish an eligibility list from which such vacancy shall be filled. Within fifteen (15) days after such list is established, the Fire Chief shall request the Personnel Director to certify the name of the person standing highest on such eligibility list, and within fifteen (15) days after such request is made, the Personnel Director shall so certify, and the Board of Commissioners, no later than fifteen (15) days after such certification is made, shall appoint such person to fill such vacancy.

Merit Based (Written Tests, Assessment Centers, Rule of 5)

Article 46: Promotions

- 46.1 The purpose of this article is to establish a fair and impartial procedure to select eligible qualified individuals for promotion to the ranks of Engineer, and Lieutenant, and the certification qualifications of Permanent Firefighter.
- 46.2 Experience, Certification, and Testing Requirements: — Available upon request

46.3 Education Requirement — Available upon request

46.4 The Department will give at least sixty (60) days notice in advance of a test. A new test will be given every two years (staggered) for the appropriate ranks.

The eligibility list for Engineer, and Lieutenant will be valid for a period of two (2) years from the date the list is certified and shall be extended until a new list is certified. In no case shall the certification of a new list precede the expiration of the prior list. In the event a list of qualified candidates becomes exhausted because of all persons on the list being promoted, a new test may be administered prior to the normal testing schedule to establish a new list of qualified candidates.

46.5 Filling of Vacancies: Vacancies will be filled within 15 working days from the time of occurrence if management determines that a vacancy exists and is to be filled.

46.6 A person (or persons) from outside the Fire Department will draft the test questions for all objective (multiple choice) tests utilized in the promotional process. If assessors are used in the promotional process, assessors from outside the Fire Department will be utilized. Written test materials and exercises developed by individuals outside the Fire Department shall be validated by the department to assure their appropriateness. Any city employee associated with the development of written material or assessment scenarios shall sign an oath agreeing to maintain confidentiality with respect to the testing process and further agreeing that a breach of confidentiality is grounds for discipline up to and including termination.

Assessors will be selected as follows: the City will propose a list of at least ten names. Beginning with the Union, the Union and the City will alternatively strike names down to a list of three or four assessors as required for the process.

46.7 Selections from the current eligibility lists for the rank of Engineer and Lieutenant shall be made from the top five (5) scores on the list. Once the original top five (5) names (including ties) and excluding anyone temporarily ineligible have been promoted, a new top five (5), including ties will be immediately created and promotional progression shall continue until the list is exhausted or expires. In the event that two (2) or more candidates score identically on the rank promotion list, all individuals with that score shall be in any group considered for promotion.

46.8 A promotional candidate temporarily ineligible for selection who regains eligibility shall be added to the group of candidates being considered, as per Article 46.7.

Merit and Seniority Based (Written and Oral Exams, Performance Evaluation)

Article 9: Promotions

9.1 The department shall provide for promotions to or from positions either presently included within this Agreement or which may in the future be included in this Agreement, which shall give appropriate consideration to the applicant's qualifications, record of performance, seniority, and conduct. The Department shall provide for competitive examinations, which shall include a combination of written, oral, and performance or command evaluation tests as a prerequisite to promotion to any position in the Department covered by this contract. Such tests shall be based as nearly as possible on the normal operating procedures of the Department and on knowledge of equipment actually in use in the Department and on either the State Manual or the Operating Manual of the Department. Notice of such examinations shall be posted in the Central Fire Station and all sub-stations at least twenty (20) calendar days in advance of the date fixed for the examination.

The examiner for promotional examinations shall be mutually agreed to by the Department and the IAFF, provided the IAFF pays one-half the costs of the examinations.

9.2 (A) The competitive examinations shall be given in three (3) parts, as follows: (a) written; (b) oral; (c) performance or command evaluation.

(B) The examination scores of all applicants shall be based upon one hundred (100) points, divided into parts as above indicated.

(C) The candidate must achieve a score of 70% or greater on the written section of the examination in order to continue to be examined for promotion.

9.3 The Department shall establish eligible lists for promotion to each position, upon which lists shall be placed the names of successful candidates in the order of their relative excellence in the respective examinations.

In the event two or more candidates shall have identical final scores on the examination, including seniority points as contained in Section 9.4 of this Article, a system for breaking such ties shall be established. The candidate who stands highest on the seniority list shall be placed above other candidates with the same final score.

9.4 Seniority point system available upon request.

9.5 Minimum eligibility requirements available upon request.

9.6 Eligibility for appointment from any such eligibility list which shall be established in the future shall continue for two (2) years as of the date of the posting of any such eligibility list provided, however, that if fewer than five (5) names remain on an established eligibility list, the Department may establish a new eligibility list by giving an examination in accordance with this article, provided further, however, that the four or less successful candidates whose names appear on the existing list shall retain their order as established by said existing list for the purpose of promotion for the balance of the two year period for the existing list. Nothing in the preceding sentence shall prevent the four or less successful candidates whose names remain on the existing list from taking any such new examination and upon the expiration of the two (2) year period for said existing list, said candidate (or candidates) name shall be placed on the new eligibility list in the order of his/her (their) relative excellence in the new examination.

The current eligible lists for Fire Lieutenant and Captain will continue in effect for two (2) years from the posting date.

9.7 The Department shall promote only a person standing among the highest five (5) on the appropriate eligible list for a vacancy. The final choice among the highest five applicants shall be based on considerations of each applicant's record of performance, seniority, and conduct. If a person on an eligibility list is suspended, his/her name shall be removed from said list during the period of the suspension. At the end of such person's suspension, his/her name shall be put back on the eligibility list from which it was removed (if such list is still in existence) in the order of his/her relative excellence in the examination.

Merit Based (Tests, Job Evaluation)

Article XIII: Promotional Examinations

Section 13.1: General.

The City and the Union both recognize the necessity of full compliance with the appropriate sections of the Civil Service Law governing promotional examinations and promotions. To that end, the parties hereby agree to work in full cooperation with each other and the Civil Service Commission to assure strict adherence to the letter and spirit of the Civil Service Law. Specifically, the City agrees to work expeditiously with the Civil Service Commission to assure that promotional examinations are conducted at the time and in the manner specified by law and that qualified applicants for promotion are promptly certified and promoted in accordance with the guidelines set forth in the Civil Service Law.

Section 13.2: Conduct of Examinations

The City and the Union agree to work with the Civil Service Commission and otherwise to take such steps as are required to assure that adequate and timely notice of all written and oral promotional examinations is given to employees in order to give such employees time to prepare for such examinations.

Section 13.3: Conduct of Examinations

The City shall notify Union employees in writing sixty (60) days prior to any promotional examinations of the following:

- (a) The date, time, place, general format, and length of the examination;
- (b) The positions for which examinations are being given;
- (c) A statement of the areas to be covered by each examination, including appropriate references to materials available at station libraries on which examination contents are based;
- (d) Within reason the City shall maintain a library at each station to make examination references available for Union employees;
- (e) When testing includes both written and oral assessment examinations, employees will be informed of the percentage assigned the varied portions prior to the examination. To the extent reasonably possible, the content of examinations shall be varied to avoid duplication with prior examinations, shall be limited to material relevant to fire service of the City and shall include, but not be limited to nationally accepted standards.

Section 13.4: Evaluation Procedures

The parties shall meet a half day a week until an evaluation is agreed upon with a maximum of three (3) City representatives and three (3) Union representatives.

All employees shall be evaluated annually within thirty days of their anniversary date. The evaluation form is attached as Appendix L [Available upon request] The annual job performance evaluation is based upon the following principles:

- (a) Evaluations shall be conducted in a fair manner;
- (b) Each employee shall receive a copy of his/her complete evaluation, including all comments made by all of the evaluators;
- (c) Any employee who disagrees with his/her evaluation may submit his/her written objections, which shall be attached to the evaluation report. Whenever said evaluation report is utilized, the employee's objections shall accompany the report;
- (d) An employee shall have the right to challenge the annual job performance evaluation through the grievance procedure. Evaluations under the current process shall be subject to challenge through the grievance procedure.

Joint Committee

Article 29: Promotional Committee

The joint promotional committee consisting of five (5) employees selected by the Union President and five (5) selected by the Director of Fire shall continue in existence with the purpose of reviewing the existing promotional system and making recommendations to the Personnel Director and the Director of Fire as to methods of improvements. The decision of the Personnel Director shall be final.

The City agrees that employees will be notified in writing of their test scores, composite scores, and numerical ranking on existing promotional registers. Any individual passed over for promotion, except due to compliance with existing consent decrees, will be provided, in writing, the reason for rejection.

APPENDIX C: FIRE PROTECTION/FIRE SCIENCE EDUCATION



Colleges and universities that provide two and four-year degrees in the field of fire protection, fire science, and/or fire technology are listed below. The program at each school varies and may lead to an emphasis in one of these three areas. Students interested in any program should contact the schools directly to determine whether the course emphasis meets their career objectives.

ALABAMA

Alexander City State Junior
College
Cherokee Road
Alexander City, AL 35010
(205) 234-6346

Chattahoochee Valley State CC
2602 Savage Drive
Phoenix City, AL 36867
(205) 297-4981

George Corley Wallace State
CC
P.O. Drawer 1049, Range Line
Road
Selma, AL 36702-1049
(205) 875-2634

Gadsden State Junior College
George Wallace Drive
Gadsden, AL 35903
(205) 546-0484

Jefferson State Junior College
2601 Carson Road
Birmingham, AL 35215-3098
(205) 853-1200

Troy State University
University Avenue
Troy, AL 36081
(205) 566-3000

ALASKA

Anchorage Community College
2533 Providence Drive
Anchorage, AK 99508
(907) 786-1564

Kenai Peninsula CC
PO Box 848
Soldotna, AK 99669
(907) 262-5801

Ketchikan Community College
7th and Madison Street
Ketchikan, AK 99901
(907) 225-6177

Tanana Valley Community
College
University of Alaska
Fairbanks, AK 99701
(907) 784-4458

ARIZONA

Central Arizona College
Woodruff at Overfield Road
Coolidge, AZ 85228
(602) 836-8243

Cochise College
Douglas, AZ 85607
(602) 364-7943

Glendale Community College
6000 West Olive Avenue
Glendale, AZ 85302
(602) 937-2773

Mesa Community College
1833 W. Southern
Mesa, Arizona 85202
(602) 833-1261

Mohave Community College
1971 Jagerson Avenue
Kingman, AZ 86401
(602) 757-4331

Northland Pioneer College
1200 E. Hermosa
Holbrook, AZ 86205
(602) 537-2976

Phoenix College
1202 W. Thomas Road
Phoenix, AZ 85013
(602) 285-7206/7

Pima Community College
Community Campus
1225 N. 10th
Tucson, AZ 85705
(602) 884-6940

Scottsdale Community College
9000 E. Chaparral
Scottsdale, AZ 85251
(602) 941-0999

Yavapai College
100 E. Sheldon Street
Prescott, AZ 86301
(602) 445-7300

ARKANSAS

Arkansas Fire Academy
PO Box 3499
Camden, AR 71701
(501) 574-1521

State Fire Training Programs
Southwest Technical Institute
PO Box 45
East Camden, AR 71701

CALIFORNIA

Allan Hancock College
800 South College Drive
Santa Maria, CA 93454
(805) 922-6411

American River College
4700 College Oak Drive
Sacramento, CA 95841
(916) 484-8354
Antelope Valley College
3041 W. Avenue K
Lancaster, CA 93536
(805) 943-3241 ext. 290

Bakersfield College
2101 K Street Mall
Bakersfield, CA 93305
(805) 395-4301

Barstow Community College
2700 Barstow Road
Barstow, CA 92311
(619) 242-2411

Butte Community College
3536 Butte Campus Drive
Oroville, CA 95965
(916) 895-2328

Cabrillo College
Fire and Rescue Training
6500 Soquel Drive, Room 1603
Aptos, CA 95003
(408) 479-6447

California State University
Department of Technology
School of Engineering and
Technology
5151 State University Drive
Los Angeles, CA 90032
(213) 224-3221

Chabot College
Valley Campus
3033 Collier Canyon Road
Livermore, CA 94550
(415) 373-5800

Chaffee Community College
5885 Haven Avenue
Alta Loma, CA 91701
(714) 987-1737

City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112
(415) 239-3359

Cogswell College
10420 Bubb Road
Cupertino, CA 95014
(208) 252-5550

Cerro Coso Community
College
College Heights Boulevard
Ridgecrest, CA 93555
(619) 375-5001

College of the Desert
Copper Mountain Campus
6162 Rotary Way
PO Box 1398
Joshua Tree, CA 92252
(619) 366-3791/3591

College of the Redwoods
Redwood Center
Eureka, CA 95501
707-443-8411

College of San Mateo
1700 West Hillsdale Boulevard
San Mateo, CA 94402
(415) 574-6347

College of the Sequoias
915 Mooney Boulevard
Visalia, CA 93277
(209) 733-2050

College of the Siskiyous
800 College Avenue
Weed, CA 96094
(916) 938-4462

Columbia Junior College
PO Box 1849
Columbia, CA 95310
(209) 533-5207

Cosumnes River College
Placerville Center
106 Placerville Drive
Placerville, CA 95667
(916) 622-7575

Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399
(714) 794-2161

Cuesta College
PO Box 8106
St. Luis Obispo, CA 93406
(805) 544-2943

East Los Angeles College
1301 Brooklyn Avenue
Monterey Park, CA 91759
(213) 589-1311

El Camino College
16007 Crenshaw Boulevard
Via Torrance, CA 90506
(213) 532-3670

Feather River College
PO Box 1110
Quincy, CA 95971
(916) 283-0202

Fresno City College
1101 East University Avenue
Fresno, CA 93471
(209) 442-2600

Glendale Community College
1500 North Verdugo Road
Glendale, CA 91206
(818) 240-1000

Grossmont Community College
880 Grossmont College Drive
El Cajon, CA 92020
(619) 465-1700

Hartnell College
156 Homestead Avenue
Salinas, CA 93901
(408) 758-8211 ext. 271

Imperial Valley College
PO Box 158
Imperial, CA 92251
(619) 352-8320

Kings River Community
College
995 North Reed Avenue
Reedley, CA 93654
(209) 638-3641

Lake Tahoe Community
College
PO Box 14445
South Lake Tahoe, CA 95702
(916) 541-4660

Long Beach City College
4901 East Carson
Long Beach, CA 90808
(213) 4420-4220

Los Angeles Harbor College
1111 Figueroa Place
Wilmington, CA 90744
(213) 518-1000

Los Angeles Valley College
5800 Fulton Avenue
Van Nuys, CA 91401
(818) 781-1200 ext. 224

Los Medanos College
2700 East Leland Road
Pittsburgh, CA 94565
(415) 439-2181

Merced College
3600 M Street
Merced, CA 95340
(209) 384-6190

Merritt College
12500 Campus Drive
Oakland, CA 94619
(415) 531-4911

Mission College
3000 Mission College Boulevard
Santa Clara, CA 95054
(408) 988-2200

Modesto Junior College
2201 Blue Gum Avenue
Modesto, CA 95352
(209) 575-6450

Monterey Peninsula College
980 Fremont Boulevard
Monterey, CA 93940
(408) 646-4010

Mount San Antonio College
1100 North Grand Avenue
Walnut, CA 91789
(714) 594-5611

Napa Valley College
2277 Napa Vallejo Highway
Napa, CA 94558
(707) 253-3000

Oxnard College
4000 South Rose Avenue
Oxnard, CA 93033
(805) 488-0911

Palomar Community College
1140 West Mission Road
San Marcos, CA 92069
(619) 744-1150

Palo Verde College
811 West Chanslorway
Blythe, CA 92225
(619) 922-6188

Pasadena City College
1570 East Colorado Blvd.
Pasadena, CA 91106
(818) 578-7123

Porterville College
900 South Main Street
Porterville, CA 93257
(209) 781-3130

Rio Hondo College
3600 Workman Mill Road
Whittier, CA 90603
(213) 692-0921

Riverside City College
4300 Magnolia Avenue
Riverside, CA 92506
(714) 684-3240

San Bernadino Valley College
701 South Mount Vernon
Avenue
San Bernadino, CA 92403
(714) 888-6511

San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126
(619) 693-6821/6822

San Joaquin Delta College
Public Safety Division
5151 Pacific Avenue
Stockton, CA 95207
(209) 474-5500

Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109
(805) 965-0581

Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405
(213) 450-5150

Santa Rosa Junior College
Fire Technology Program
Santa Rosa Center/7501 Sonoma
Highway
Santa Rosa, CA 95405
(707) 539-5210

Shasta College
1065 N. Old Oregon Trail
Redding, CA 96003
(916) 241-5030

Sierra Community College
5000 Rocklin Road
Rocklin, CA 95677
(916) 781-0573

Solano College
Fire Science Department
4000 Rockville Road
Suisin City, CA 94585
(207) 864-7000

Yuba College
2088 North Beale Road
Marrysville, CA 95901
(916) 741-6728
Attn: Don Vedo

COLORADO

Aims Community College
Emergency Services Academy
PO Box 69
Greeley, CO 80632
(303) 330-2008 ext. 269

Pikes Peak Community College
5675 South Academy Boulevard
Colorado Springs, CO 80906
(303) 576-7711

Red Rocks Community College
12600 West 6th Avenue
Golden, CO 80401
(303) 988-6160

Trinidad State Junior College
600 Prospect Street
Trinidad, CO 81082
(303) 846-5621

CONNECTICUT

Hartford State Technical
College
401 Flatbush Avenue
Hartford, CT 06106
(203) 527-4111

Norwalk State Technical
College
181 Richards Avenue
Norwalk, CT 06854
(203) 838-0601

Thames Valley State Tech
College
547 New London Turnpike
Norwich, CT 06360
(203) 886-0177

University of New Haven
300 Orange Avenue
West Haven, CT 06510
(203) 932-7239

Waterbury State Technical
College
750 Chase Parkway
Waterbury, CT 06708
(203) 575-8084

DELAWARE

Delaware Technical and CC
400 Stanton-Christiana Road
Newark, DE 19702
(302) 454-3953

DISTRICT OF COLUMBIA

Southeastern University
501 I Street, NW
Washington, DC 20024

University of the District of
Columbia
4200 Connecticut Avenue, NW
Washington, DC 20008
(202) 282-3210

FLORIDA

Brevard Community College
1519 Clearlake Road
Cocoa, FL 32922
(407) 632-1111 ext. 4175

Broward Community College
Criminal Justice/Fire Science
2501 S.W. Davie Road
Fort Lauderdale, FL 33314
(305) 475-6775

Central Florida Community College
3001 S.W. College Avenue
Ocala, FL 32674
(904) 237-2111

Edison Community College
College Parkway, SW
Fort Myers, FL 33907
(813) 489-9300

Florida Atlantic University
500 N.W. 20th Street
Boca Raton, FL 33432
(305) 393-3040

Florida International University
Tamiami Campus
Miami, FL 33119
(305) 554-3320

Florida Junior College
Department of Fire Science
11901 Beach Boulevard
Jacksonville, FL 32216
(914) 646-2181

Florida State Fire College
1501 S.W. Broadway
Ocala, FL 32670
(904) 732-0526

Gulf Coast Community College
5230 West Highway 98
Panama City, FL 32401
(904) 769-1551

Hillsborough Community College
PO Box 75313
Tampa, FL 33675
(813) 253-7628

Indian River Community College
3209 Virginia Avenue
Fort Pierce, FL 34954
(407) 468-4700

Miami-Dade Community College
11380 N.W. 27th Avenue
Miami, FL 33167
(305) 347-1360

Okaloosa-Walton Junior College
100 College Boulevard
Niceville, FL 32578
(904) 678-6111

Polk Community College
999 Avenue H, N.E.
Winter Haven, FL 33880
(813) 297-1026

St. Petersburg Junior College
P.O. Box 13489
St. Petersburg, FL 33733
(813) 791-2647

Santa Fe Community College
3000 NW 83 Street
Gainesville, FL 32602
(904) 395-5650

Seminole Community College
Weldon Blvd.
Sanford, FL 33581
(305) 323-1450

University of South Florida
4202 Fowler Avenue
Tampa, FL 33620
(813) 974-3350

Valencia Community College
P.O. Box 3028
1800 Kirkman Road
Orlando, FL 32802
(407) 299-5000 ext. 1409

GEORGIA

Dekalb Community College
3251 Panthersville Road
Decatur, GA 30089
(404) 299-4201

Gainesville Community College
P.O. Box 1358
Gainesville, GA 30501
(404) 535-6239

HAWAII

Honolulu Community College
University of Hawaii
847 Dillingham Blvd.
Honolulu, HI 96817
(808) 845-9211

Kauai Community College
University of Hawaii
3-1901 Kaumalii Highway
Lihue Kauai, HI 96766
(808) 245-8212

IDAHO

Idaho State Technical School
P.O. Box 173
Pocatello, ID 83209

ILLINOIS

Black Hawk College
6600 34th Avenue
Moline, IL 61265
(309) 796-1311

Carl Sandburg College
2232 South Lake Storey Road
Galesburg, IL 61401
(309) 344-2518

College of DuPage
22nd & Lambert
Glen Ellyn, IL 60137
(312) 858-2800

College of Lake County
19351 W. Washington Street
Grayslake, IL 60030
(312) 223-6601

Elgin Community College
1700 Spartan Drive
Elgin, IL 60120
(312) 888-7386

Illinois Central College
Dirksen Hall
East Peoria, IL 61635
(309) 694-5412

Joliet Junior College
Fire Science Department
1216 Houbolt Drive
Joliet, IL 60436
(815) 729-9020

Kankakee Community College
P.O. Box 888
Kankakee, IL 60901
(815) 933-0200

Lewis and Clark Community
College
5800 Godfrey Road
Godfrey, IL 62035
(618) 466-3411

John A. Logan College
Carterville, IL 62918
(618) 985-3741

Moraine Valley Community
College
10900 S. 88th Avenue
Palos Hills, IL 60465
(312) 974-2110

Oakton Community College
1600 E. Golf Road
Des Plaines, IL 60016
(312) 635-1861

Parkland College
2400 W. Bradley Avenue
Champaign, IL 61820
(217) 351-2208

Prairie State College
202 South Halsted Street
Chicago Heights, IL 60411
(312) 756-3110 ext. 3538

Rock Valley College
3301 N. Mulford Road
Rockford, IL 61111
(815) 654-4285

Shawnee College
Shawnee College Road
Ullin, IL 62992
(618) 634-2242

State Community College
601 James R. Thompson Blvd.
East St. Louis, IL 62201
(618) 274-6666

Southern Illinois University
College of Technical Careers
Carbondale, IL 62901
(618) 536-6682

Thornton Community College
15800 S. State Street
South Holland, IL 60473
(312) 596-2000

Triton College
2000 No. 5th Avenue
River Grove, IL
(312) 456-0300 ext. 553

Waubensee College
Rt. 47 at Harter Road
Sugar Grove, IL 60554
(312) 466-4811

Western Illinois University
Independent Study Program
Sherman Hall 318
Macomb, IL 61455
(309) 298-2496

William Rainey Harper College
Fire Science Technology Program
Algonquin & Roselle Roads
Palatine, IL 60067
(312) 397-3000 ext. 2379

INDIANA

Indiana Vocational Technical
College
1440 East 35th Avenue
Gary, IN 46409
(219) 938-2930

Indiana Vocational Technical
College
1534 W. Sample Street
South Bend, IN 46619

IOWA

Kirkwood Community College
P.O. Box 2068
Cedar Rapids, IA 52406
(319) 398-5671

Southeastern Community
College
Drawer F, Highway 406
West Burlington, IA 52655

KANSAS

Butler County Community
College
Toward Ave. and Haverhill
Road
Eldorado, KS 67042
(316) 321-5083

Dodge City Community
College
2501 N. 14th Street
Dodge City, KS 67801
(316) 225-1321 ext. 292

Johnson County Community
College
12345 College Blvd.
Overland Park, KS 66210
(913) 469-8500

Kansas City Kansas CC
7250 State Avenue
Kansas City, KS 66112
(913) 334-1100

Wichita State University
111 Jardine Hall
Wichita, KS 67208
(316) 689-3085

KENTUCKY

Eastern Kentucky University
College of Law Enforcement
Richmond, KY 40475

Jefferson Community College
109 East Broadway
Louisville, KY 40201
(502) 584-0181

Lexington Technical Institute
313 Breckinridge Hall
Lexington, KY 40506

Northern Kentucky University
Department of Technology
BEP 469
Highland Heights, KY 41078
(606) 572-6353/5440

Western Kentucky University
Wetherby Administration
Building
Bowling Green, KY 42101
(502) 745-2551

LOUISIANA

Delgado Community College
Community Projects Division
615 City Park Avenue
New Orleans, LA 70119

Louisiana State University at
Eunice
Division of Science & Technology
PO Box 1129
Eunice, LA 70535
(318) 457-7311

MAINE

Southern Maine Vocational and
Technical Institute
Fire Science Program
Fort Road
South Portland, ME 04106
(207) 799-7303

MARYLAND

Catonsville Community College
800 South Rolling Road
Catonsville, MD 21208
(301) 455-4545

Charles Community College
Mitchell Road
PO Box 910
La Plata, MD 20646
(301) 935 2251

Community College of
Baltimore
Human and Public Services Dept.
Lombard Street
Baltimore, MD 21202
(301) 396-5870

Hagerstown Junior College
751 Robinwood Drive
Hagerstown, MD 21740
(301) 790-2800

Montgomery College
Fire Science Program
Coordinator
51 Manatee Street
Rockville, MD 20850
(301)-279-5142

University of Maryland
Department of Fire Protection
Engineering
Room 0147, Engineering
Building
College Park, MD 20742
(301) 454-2424

MASSACHUSETTS

Berkshire Community College
West Street
Pittsfield, MA 01201
(413) 499-4660

Bristol Community College
777 Elsbree Street
Fall River, MA 02720
(401) 678-2811

Bunker Hill Community
College
Fire Science Department
Rutherford Avenue
Boston, MA 02129

Cape Cod Community College
Route 132
West Barnstable, MA 02668
(617) 362-2131

Greenfield Community College
Fire Science Technology
One College Drive
Greenfield, MA 01301
(413) 774-3131

Massachusetts Bay CC
50 Oakland Street
Wellesley Hills, MA 02181
(617) 237-1100

Massasoit Community College
1 Massasoit Boulevard
Brockton, MA 02402
(617) 588-9100

Middlesex Community College
PO Box 246
Bedford, MA 01730
(617) 275-8910

Northeastern Community
College
370 Common Street
Dedham, MA 02060

North Shore Community
College
3 Essex Street
Beverly, MA 01915
(617) 927-4850

Quinsigamond Community
College
670 West Boylston Street
Worcester, MA 01606
(617) 853-2300

Springfield Technical CC
1 Armory Square
Springfield, MA 01105
(413) 781-7822

MICHIGAN

Alpena Community College
666 Johnson Street
Alpena, MI 49707
(517) 356-9021

Jackson Community College
2111 Emmons Road
Jackson, MI 49021
(517) 787-0800

Kellogg Community College
450 North Avenue
Battle Creek, MI 49016
(616) 965-3931

Lake Michigan College
2755 E. Napier Avenue
Benton Harbor, MI 49022
(616) 927 3571

Lansing Community College
Fire Science Department
500 North Washington Square
Lansing, MI 48901
(517) 483-1252

Macomb Community College
14500 Twelve Mile Road
Warren, MI 48093
(313) 445-7999

Madonna College
36600 Schoolcraft Road
Livonia, MI 48150
(313) 591-5032

Mid-Michigan Community
College
1375 South Clare Avenue
Harrison, MI 48625
(517) 386-7792

MINNESOTA

University of Minnesota
77 Pleasant Street SE
Minneapolis, MN 55455

MISSISSIPPI

Hinds Junior College
Raymond, MS 39154
(601) 857-5261

MISSOURI

Central Missouri State University
Warrensburg, MO 64093
(816) 429-4411

East Central College
Highway 50 & Prairie Dell Road
PO Box 529
Union, MO 63084
(314) 583-5193

Jefferson College
Box 1000
Hillsboro, MO 63050
(314) 789-3951

Penn Valley Community College
3201 Southwest Trafficway
Kansas City, MO 64111
(816) 932-7600

St. Louis Community College
3400 Pershall Road
St. Louis, MO 63135
(314) 644-9285

St. Louis Community College
5600 Oakland Avenue
St. Louis, MO 63110
(314) 644-9285

MONTANA

College of Great Falls
1301 20th Street, South
Great Falls, MT 59405
(406) 761-8210

Eastern Montana College
1500 North 30th Street
Billings, MT 59101
(406) 657-2158

NEBRASKA

Mid-Plains Community College
Rural Route 4, Box 1
North Platte, NE 69101
(308) 532-8980

Southeast Community College
Lincoln Campus
8800 O Street
Lincoln, NE 68520
(402) 471-3141

University of Nebraska at Omaha
Engineering, Room 131
60th and Dodge
Omaha, NE 68182-0181
(402) 554-2497

Western Nebraska Technical
College
Sidney, NE 69162
(308) 254-6383

NEVADA

Clark County Community
College
3200 East Cheyenne Avenue
North Las Vegas, NV 89030
(702) 643-6060

Northern Nevada Community
College
901 Elm Street
Elko, NV 89801
(702) 738-8493

Truckee Meadows Community
College
7000 Dandini Boulevard
Reno, NV 89512
(702) 673-7150

Western Nevada Community
College
2201 West Nye Lane
Carson City, NV 89701
(702) 887-3000

NEW HAMPSHIRE

New Hampshire Vocational
Technical College
Prescott Hill
Laconia, NH 03246
(603) 524-3207

NEW JERSEY

Atlantic Community College
Black Horse Pike
Mays Landing, NJ 08330
(609) 625-1111

Bergen Community College
400 Paramus Road
Paramus, NJ 07652

Camden County College
PO Box 200
Blackwood, NJ 08012
(609) 227-7200

Essex Country College
303 University Avenue
Newark, NJ 07102
(201) 877-3100

Jersey City State College
2039 Kennedy Boulevard
Jersey City, NJ 07305
(201) 547-3492

Mercer County Community
College
PO Box B
Trenton, NJ 08690
(609) 586-4800

Middlesex County College
Mill Road
Edison, NJ 08818-3050
(201) 548-6000

Ocean County Community
College
College Drive
Toms River, NJ 08753
(201) 244-5000

Passaic County Community
College
College Boulevard
Paterson, NJ 07509
(201) 684-6868

Somerset County College
PO Box 3300
Sommerville, NJ 08876
(201) 526-1200

Union County College
1033 Springfield Avenue
Cranford, NJ 07016
(201) 276-2600

NEW MEXICO

University of Albuquerque
St. Joseph Place, NW
Albuquerque, NM 87120

NEW YORK

Broome Community College
PO Box 1017
Binghamton, NY 13902
(607) 771-5001

Clinton Community College
Bluff Point
Plattsburgh, NY 12901
(518) 561-6650

Empire State College
28 Union Avenue
Saratoga Springs, NY 12866
(518) 587-2100

Erie Community College
4140 Southwestern Boulevard
Orchard Park, NY 14127
(716) 648-5000

John Jay College of Criminal
Justice
445 W. 59th Street
New York, NY 10019
(212) 4899-3927

Mercy College
555 Broadway
Dobbs Ferry, NY 10522
(914) 693-4500

Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623-5780
(716) 424-5200

Ononadaga Community
College
Academic Building No.1, Room
181
Syracuse, NY 13215
(315) 469-7741 ext. 379

Rockland Community College
Criminal Justice Department
Suffern, NY 10901
(914) 356-4650

Schenectady County
Community College
Schenectady, NY 12305
(518) 346-6211

Suffolk County Community
College
533 College Road
Selden, NY 11781
(516) 451-4255

Tompkins Cortland
Community College
170 North Street
Dryden, NY 13503
(607) 844-8211

Ulster County Community
College
Stone Ridge, NY 12484
(914) 687-7621

Westchester Community
College
75 Grassland Road
Valhalla, NY 10595
(914) 285-6735

NORTH CAROLINA

Central Piedmont Community
College
PO Box 35009
Charlotte, NC 28234
(704) 373-6705

Durham Technical CC
Fire Protection Technology
1637 Lawson Street
Durham, NC 27703
(919) 598-9279

Forsyth Technical College
2100 Silas Creek Parkway
Winston-Salem, NC 27103
(919) 723-0371

Gaston College
201 Highway 321 South
Dallas, NC 28034
(704) 922-8041

Guilford Technical Community
College
PO Box 309
Jamestown, NC 27282
(919) 292-1101

James Sprunt Technical College
PO Box 398
Kenansville, NC 28349
(919) 296-1341

Randolph Community College
PO Box 1009
Asheboro, NC 27204-1009
(919) 629-1471

Richmond Technical College
PO Box 1189
Hamlet, NC 28345
(919) 582-1980

Western Piedmont Community
College
1001 Burkemont Avenue
Morgantown, NC 28655
(704) 437-8688

Wilson County Technical
College
902 Herring Avenue
Wilson, NC 27893
(919) 291-1195

OHIO

Columbus State Community
College
550 E. Spring Street
Columbus, OH 43215
(614) 227-2623

Cuyahoga Community College
2900 Community College
Avenue, Room 122
Cleveland, OH 44115
(216) 348-4384

Hocking Technical College
Fire and Emergency Services Tech.
Route 1
Nelsonville, OH 45764
(614) 753-3591

Lakeland Community College
Route 306 and I-90
Mentor, OH 44060
(216) 953-7113

Lorain County Community
College
1005 N. Abbe Road
Elyria, OH 44035
(216) 365-4191

Michael J. Owens College
Caller #10000 Oregon Road
Toledo, OH 43699
(419) 666-0580

Sinclair Community College
444 West 3rd Street
Dayton, OH 45402
(513) 226-2570

Stark Technical College
Fire Science Department
6200 Frank Avenue, NW
Canton, OH 44720
(216) 494-6170

University of Akron
Center for Fire and Haz-Mat
Research
Exchange Building
Akron, OH 44325
(216) 384-2607

University of Cincinnati
College of Applied Science
100 E. Central Parkway
Cincinnati, OH 45210
(513) 475-6567/6583

OKLAHOMA

Oklahoma State University
Fire Service Training
Stillwater, OK 74078-0114
(405) 744-5727

Oklahoma State University
Technical Branch
900 N. Portland Street
Oklahoma City, OK 73107
(405) 945-3236

Tulsa Junior College
909 S. Boston Avenue
Tulsa, OK 74119
(918) 587-6561

OREGON

Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045
(503) 657-8400

Chemeketa Community College
PO Box 14007
4000 Lancaster NE
Salem, OR 97309
(503) 399-5163

Linn-Benton Community
College
6500 SW Pacific Boulevard
Albany, OR 97321
(503) 967-6107

Mt. Hood Community College
26000 SE Stark Street
Gresham, OR 97030
(503) 667-7449

Portland Community College
2850 SE 82nd Avenue
Portland, OR 97266
(503) 777-8020

Rogue Community College
3345 Redwood Highway
Grants Pass, OR 97504
(503) 479-5541

Southwestern Oregon CC
1800 Newmark
Coos Bay, OR 97420
(503) 888-7444

Umpqua Community College
PO Box 967
Roseburg, OR 97470
(503) 440-4600

Western Oregon State College
345 N. Monmouth Avenue
Monmouth, OR 97361
(503) 838-1220 ext. 286

PENNSYLVANIA

CC of Allegheny County
800 Ridge Avenue
Pittsburgh, PA 15212
(412) 237-2703

Community College of
Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130
(215) 751-8000

Delaware County Community
College
Route 252
Media, PA 19063
(215) 359-5278/5130

Harrisburg Area Community
College
3300 Cameron Street Road
Harrisburg, PA 17110
(717) 780-2470/2510

Holy Family College
Grant and Rockford Avenues
Philadelphia, PA 19114
(215) 637-770 ext. 336

Lackawanna Junior College
901 Prospect Avenue
Scranton, PA 18505
(717) 961-7841

Luzerne County Community
College
Prospect Street and Middle Road
Nanticoke, PA 18634
(717) 829-7300 ext. 528

Montgomery County CC
340 De Kalb Pike
Blue Bell, PA 19422
(215) 641-6550

Northampton County
Community College
3835 Green Pond Road
Bethlehem, PA 18017
(215) 861-5500

Westmoreland County CC
Ambrust Road
Youngwood, PA 15697-1895
(412) 925-4000

RHODE ISLAND

Providence College
River Avenue and Eaton Street
Providence, RI 02918
(401) 865-2140

SOUTH CAROLINA

South Carolina Fire Academy
2920 Fire Academy Road
West Columbia, SC 29169
(803) 758-8411

TENNESSEE

Chattanooga State Technical
College
4501 Amnicola Highway
Chattanooga, TN 37406
(615) 697-4400

Shelby State Community
College
PO Box 4568
Memphis, TN 38104

University of Memphis
University College
Open Learning Fire Science
Program
Memphis, TN 38152
(901) 454-2716

TEXAS

Amarillo College
PO Box 447
Amarillo, TX 79178
(806) 371-5000/5188

Austin Community College
5712 E. Riverside Drive
PO Box 2285
Austin, TX 78768
(512) 389-4159

Bee County College
3800 Charco Road
Beeville, TX 78102
(512) 358-3130

Blinn College
902 College Avenue
Brenham, TX 77833
(713) 836-9311

Cisco Junior College
209 South Danville
Abilene, TX 79605
(915) 698-2212

Del Mar College - West
Campus
101 Baldwin
Corpus Christi, TX 78404
(512) 883-5743

El Centro College
Main and Lamar Street
Dallas, TX 75202-3604
(214) 741-4080

El Paso Community College
3908 Skyline Avenue
PO Box 20500
El Paso, TX 79998
(915) 594-2000

Galveston College
4015 Avenue Q
Galveston, TX 77550
(409) 763-6551

Houston Community College
3100 Shenandoah
Houston, TX 77021

Kilgore College
1100 Broadway
Kilgore, TX 75662
(214) 984-8531

Laredo Junior College
West End Washington Street
PO Box 738
Laredo, TX 78040
(512) 722-0521

Midland College
3600 N. Garfield
Midland, TX 79705
(915) 685-4593

Odessa College
201 West University
Odessa, TX 79764
(913) 335-6690

San Antonio College
1300 San Pedro
San Antonio, TX 78284
(512) 733-2644

San Jacinto College
8060 Spencer Highway
Pasadena, TX 77505-2007
(713) 476-1862

Tarrant County Junior College
5301 Campus Drive
Ft. Worth, TX 76119
(817) 534-4861 ext. 393

Texas State Technical Institute
Route 3, Box 18
Sweetwater, TX 79556
(915) 235-8441

Texarkana Community College
2500 N. Robison Road
Texarkana, TX 77501
(214) 794-6121

Tyler Junior College
Henderson Highway
PO Box 9020
Tyler, TX 75701
(214) 531-2000

Victoria College
207 Angus
Victoria, TX 77901
(512) 576-2106

UTAH

Utah Technical College at Provo
1395 North 150 E.
PO Box 1609
Provo, UT 84601
(801) 226-5000 ext. 352

VERMONT

Champlain College
232 S. Willard Street
PO Box 670
Burlington, VT 05401
(802) 658-0800

VIRGINIA

Blue Ridge Community College
PO Box 80
Weyers Cave, VA 24486
(703) 234-9261

Central Virginia Community
College
3506 Wards Road
PO Box 4098
Lynchburg, VA 24502
(802) 239-0321

George Mason University
4400 University Drive
Fairfax, VA 22030
(703) 323-2100

Northern Virginia CC
8333 Little River Turnpike
Annandale, VA 22003
(703) 323-3253

J. Sargeant Reynolds College
PO Box C-32040
Richmond, VA 23261
(804) 264-3029

Thomas Nelson Community
College
PO Box 9407, Briarfield Station
Hampton, VA 23670
(804) 825-2800

Tidewater Community College
State Route 135
Frederich Campus
Portsmouth, VA 23703
(804) 484-2121

WASHINGTON

Bates Vocational-Tech Institute
1101 South Yakima Avenue
Tacoma, WA 98405
(206) 597-7257

Central Washington University
Central Safety Center
Ellensburg, WA 98926
(509) 963-3218

Clark College
1800 E. McLoughlin Boulevard
Vancouver, WA 98663
(206) 699-0205

Columbia Basin Community
College
2600 N. 20th Avenue
Pasco, WA 99301
(509) 547-0511

Edmonds Community College
Fire Command Administrative
Dept.
20000 68th Avenue West
Lynnwood, WA 98036
(206) 771-1507

Everett Community College
801 Wetmore
Everett, WA 98201
(206) 259-7151

Pierce College
9401 Farwest Drive, SW
Tacoma, WA 98498
(206) 964-6675

Seattle Community College
9600 College Way North
Seattle, WA 98103
(206) 634-4436

Spokane Community College
W. 3410 Ft. George Wright Drive
Spokane, WA 99204

Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801
(509) 662-1651

Yakima Valley Community
College
South 16th Avenue at Nob Hill
PO Box 1647
Yakima, WA 98907
(509) 575-2373

WEST VIRGINIA

Fairmont State College
Allied Health
Fairmont, WV 26554
(304) 366-8764

Marshall University
Huntington, WV 25701
(304) 696-3646

Parkersburg Community College
Route 5, Box 167-A
Parkersburg, WV 26101
(304) 295-8524

Shepherd College
Shepherdstown, WV 25443
(304) 725-9715

West Virginia Northern CC
B & O Building
1604 Market Street
Wheeling, WV 26003
(304) 748-2410

West Virginia State College
Campus Box 183
Institute, WV 25112
(304) 766-3118

WISCONSIN

Blackhawk Technical Institute
6004 Prairie Road
Janesville, WI 53547
(608) 756-4121

Fox Valley Technical Institute
Fire Protection Technology
1825 North Bluemound Road
Appleton, WI 54911
(414) 735-5786

Gateway Technical College
109 S. Spring Street
Burlington, WI 53105
(414) 763-7661

Northeast Wisconsin Tech.
Institute
PO Box 19042
2740 W. Mason Street
Green Bay, WI 54307-9042
(414) 498-5603

Milwaukee Area Technical
College
1015 N. Sixth Street
Milwaukee, WI 53203
(414) 278-6428

WYOMING

Laramie County Community
College
Fire Science Department
1400 East College Drive
Cheyenne, WY 82007
(307) 634-5853

APPENDIX D: STATE & PROVINCIAL FIRE SERVICE TRAINING FACILITIES



State/provincial fire service training facilities are solely responsible for all admission procedures regarding courses delivered in each state/province. For specific information regarding which courses are offered, course locations, dates, eligibility, registration and application procedures, you must contact your state/provincial training facility directly.

UNITED STATES

ALABAMA

Alabama State Fire College
2015 McFarland Avenue East
Tuscaloosa, AL 35405

ALASKA

Fire Service Training
Div. Fire Prevention
5700 E. Tudor Road
Anchorage, AK, 99507-1225

ARIZONA

Dept. Building & Fire Safety
Office of State Fire Marshal
1540 W. Van Buren
Phoenix, AZ 85007

ARKANSAS

Arkansas Fire Academy
SAU-TECH
P.O. Box 3499
East Camden, AR 71701

CALIFORNIA

State Fire Marshal's Office
Fire Training Division
7171 Bowling Dr., Suite 600
Sacramento, CA 95823

COLORADO

Colorado Div. Fire Safety
700 Kipling, #3000
Denver, CO 80215-5865

CONNECTICUT

Fire Training and Education
294 Colony Street
Meriden, CT 06450

DELAWARE

Delaware State Fire School
R.D.2, Box 166
Dover, DE 19901

FLORIDA

Florida State Fire College
11655 NW Gainesville Road
Ocala, FL 32675-1330

GEORGIA

Georgia Fire Academy
1000 Indian Springs Drive
Forsyth, GA 31029

HAWAII

Honolulu State Fire Council
Honolulu Fire Department
1455 S. Beretania, #301
Honolulu, HI 96814

IDAHO

Fire Service Training
State Division of Vocational
Education
650 West State Street
Boise, ID 83720

ILLINOIS

Fire Service Institute
University of Illinois
11 Getty Drive
Champaign, IL 61820

INDIANA

State Fire Marshal's Office
Indiana Government Center
South Building, #C241
402 W. Washington St.
Indianapolis, IN 46204

IOWA

Fire Service Institute
Iowa State University
Haber Road
Ames, IA 50011

KANSAS

Fire Service Training
University of Kansas
645 New Hampshire Avenue
Lawrence, KS 66044

KENTUCKY

Fire/Rescue Training Branch
2037 CPT, 500 Metro Street
Frankfort, KY 40601

LOUISIANA

LSU Fireman Training Program
Div. of Continuing Education
6868 Nicholson Drive
Baton Rouge, LA 70820

MAINE

Fire Training and Education
SMVTI
Fort Road
S. Portland, ME 04106

MARYLAND

Maryland Fire & Rescue
Institute
Fire Service Bldg.
University of Maryland
College Park, MD 20742

MASSACHUSETTS

Massachusetts Firefighting
Academy
State Road, P.O. Box 1025
Stow, MA 01775

MICHIGAN

Michigan Firefighter's Training
Council
7150 Harris Drive
Lansing, MI 48913

MINNESOTA

Minnesota State Technical
College System
550 Cedar Street
St. Paul, MN 55101

MISSISSIPPI

Mississippi Fire Academy
Route 10, Box 295
Jackson, MS 39208

MISSOURI

Missouri Fire & Rescue
Training Institute
228 Lewis Hall
University of Missouri-Columbia
Columbia, MO 65211

MONTANA

Montana Fire Services Training
School
2100 16th Avenue S.
Great Falls, MT 59405

NEBRASKA

Nebraska Fire Service
3721 West Cuming
Lincoln, NE 68524-1896

NEVADA

Fire Marshal Training
State Fire Marshal Division
107 Jacobsen Way
Carson City, NV 89710

NEW HAMPSHIRE

New Hampshire Fire Standards
and Training Commission
91 Airport Road
Concord, NH 03301

NEW JERSEY

Planning and Operations
NJ Dept. of Community Affairs
101 S. Broad St., CN809
Trenton, NJ 08625

NEW MEXICO

Training and Education
New Mexico State Fire Marshal's
Office
P.O. Drawer 1269
Santa Fe, NM 87501

NEW YORK

Training and Education
Office of Fire Prevention &
Control
NY State Dept. of State
162 Washington Avenue
Albany, NY 12231

NORTH CAROLINA

NC Fire & Rescues Services
Div.
P.O. Box 26387
Raleigh, NC 27611

NORTH DAKOTA

ND Firemen's Association
176 First Avenue, NE
Beach, ND 58621

OHIO

Ohio Fire Academy
Ohio Division of State Fire
Marshal
8895 East Main Street
Reynoldsburg, OH 43068

OKLAHOMA

Fire Service Training
Fire Building
Oklahoma State University
Stillwater, OK 74078

OREGON

Bureau of Training
4760 Portland Road, NE
Salem, OR 97305

PENNSYLVANIA

PA State Fire Academy
Office of Fire Safety Services
1150 Riverside Drive
Lewistown, PA 17044

RHODE ISLAND

RI Fire Academy
c/o State Fire Marshal's Office
1270 Mineral Spring Ave.
N. Providence, RI 02904

SOUTH CAROLINA

South Carolina Fire Academy
2920 Fire Academy Road
West Columbia, SC 29169

SOUTH DAKOTA

Fire Service Training
118 West Capitol
Pierre, SD 57501

TENNESSEE

Tennessee State Fire School
1303 Old Fort Parkway
Murfreesboro, TN 37129

TEXAS

Fire Protection Training
TX Engineering Extension
Service
Texas A & M University
College Station, TX 77843-8000

UTAH

State Fire Service Training
Utah Valley Community College
800 W. 1200 South
Orem, UT 84058

VERMONT

Vermont Fire Service Training
PO. Box 96
West Topsham, VT 05086

VIRGINIA

VA Dept. of Fire Programs
2807 Parham Road, #200
Richmond, VA 23229

WASHINGTON

Fire Service Training
Dept. Commercial Development
4317 6th Ave, Center Bldg.,
QJ-22
Lacey, WA 98503

WEST VIRGINIA

Fire Service Training
State Fire Training Center, WVU
Monongahela Blvd.
Morgantown, WV 26506

WISCONSIN

Fire Education and Training
310 Price Place
P.O. Box 7874
Madison, WI 53707

WYOMING

Fire Prevention and Electrical
Safety
2301 Central Avenue
Barret Bldg., 4th FL
Cheyenne, WY 82002

CANADA

ALBERTA

Alberta Fire Training School
5704-47 Avenue
Vermilion, AB T9X 1K4

BRITISH COLUMBIA

Justice Institute of BC
Fire Academy
715 McBride Boulevard
New Westminster, BC V3L 5T4

MANITOBA

Manitoba Fire College
1601 Van Horne Avenue East
Brandon, MB

NEW BRUNSWICK

Firefighting Training
New Brunswick Community
College
80 University Avenue, Box 1053
Miramichi, NB E1N 3W4

NEWFOUNDLAND

Office of the Fire
Commissioner
Bldg. 901 Pleasantville
Box 8700
St. John's, NF A1B 4J6

NOVA SCOTIA

Nova Scotia Fire Fighters
School
P.O. Box 309
Waverly, NS B0N 2S0

Henson College
6100 University Avenue
Halifax, NS B3H 3J5

ONTARIO

Ontario Fire College
P.O. Box 850
Gravenhurst, ON P1P 1W5

PRINCE EDWARD ISLAND

PEI Fire Fighters Association
c/o Box 1173
Charlottetown, PE C1A 7N8

QUEBEC

Institut de protection contre les
incendies du Quebec
3670 Boulevard Levesque Ouest
Laval, QC H7V 1E8

College Montmorency
475 Boulevard de l'Avenir
Laval, QC H7N 5H9

SASKATCHEWAN

Office of the Fire
Commissioner
1855 Victoria Avenue
Regina, SK S4P 3V7

GLOSSARY



Affirmative Action – Formal programs that influence employment decisions with regards to hiring and promotions in an attempt to compensate for past illegal discrimination against protective groups.

Assessment Centers – Exercises designed to measure job-related skills and to test these skills in “real-life” situations that may confront the applicants at the higher level position. Judgments of the assessors are combined and produce the candidates’ ratings on each exercise.

Classification Method – This method of job evaluation involves matching a specific job with a list of tasks in a predetermined labor grade where each grade has a set money rate.

Consent Decree – An agreement between a governmental body and a third party consisting of women or minorities and whose purpose is to provide equal employment opportunity and to eliminate the effects of past discrimination.

Factor Comparison Method – This method of job evaluation is based on the assumption that all jobs contain certain common factors that differ in degree in which they are present in different jobs. Jobs are ranked by factors without regard to money and then each factor is ranked as a part of the total money rate.

Interviews – Used as criteria in determining promotions. There are two types of interviews: 1) individual interviews and 2) oral board interviews. The interviewing process varies depending on the person(s) who conducts the interview.

Job Description – Used to classify employees and primarily include a summary of duties, work performed, required skills, and desirable training and experience.

Job Evaluation – A systematic attempt to determine the relative worth of jobs by measuring the content of the jobs including the skill, responsibility, effort, working conditions and other elements of each job.

Non-Quantitative Plan (Job Evaluation) – Views each job in its entirety and does not attempt to single out and measure with an absolute point system the quantity of each factor in each job.

Performance Ratings – Used to judge employees against the requirements of their jobs. The effectiveness of each employee is based on work attitude, habits, and execution of job skills.

Promotion Procedures – The most common methods of fire fighter promotions are based on assessment centers, written exams, seniority, interviews, and performance ratings.

Quantitative Plan (Job Evaluation) – Based on the assumption that certain factors are common to all jobs and that the quantity of each factor can be accurately measured to determine the job's relative value.

Ranking Method – This method of job evaluation is the simplest and usually involves one of two processes: 1) ranking by job title only, or 2) ranking by job title and job content.

Rule of Three – In terms of promotional procedures and test scores, the rule of three states that the applicants with the three highest test scores (or total scores) have earned the right to a possible promotion. (There can also be a decision making policy incorporating a rule of greater or less than three, i.e., rule of one, of two, of four, of five, etc.)

Seniority – A promotion procedure based on the premise that the qualities needed to perform higher level work are gained from work experience. Therefore, the most senior individual is the most qualified.

Title VII of the Civil Rights Act of 1964 – This legislation prohibits discrimination in all areas of employer-employee relationships on the basis of race, color, sex, religion or national origin.

Written Exams – A promotion procedure that insures a standardized basis of measuring technical job knowledge for all candidates. Critics believe that written exams effectively measure the extent of job knowledge, but do not measure supervisory and communication skills.

NOTES

NOTES

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

1750 NEW YORK AVENUE, NW

WASHINGTON, D.C. 20006

PHONE 202-737-8484

FAX 202-737-8418

www.iaff.org

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, CANADA

ASSOCIATION INTERNATIONALE DES POMPIERS

350 SPARKS STREET, SUITE 403

OTTAWA, ONTARIO

CANADA K1R 7S8

PHONE 613-567-8988

FAX 613-567-8986