

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Airfield Firefighter Shift Leader		Class Code: 005CC0
	FLSA Status: Non-Exempt	Salary Schedule: POLE	Effective Date: 4-30-13
	Summary The incumbent reports to the Base Fire Chief and is the Assistant Chief for operations responsible for directing day-to-day operations in the absence of the fire chief (operations, command and control). Plans and schedules fire protection activities. Coordinates work with fire protection personnel. Establishes priorities, assigns work, establishes day-to-day operations and assigns fire protection personnel to aircraft rescue firefighting (ARFF) vehicles. Justifies personnel, equipment and recommends policy changes to the fire chief based on the utilization of personnel and equipment.		

Duties:

Supervise and monitor ordering of administrative supplies, personal protective clothing and equipment, firefighting agents and firefighting equipment based on regulation. Provides input and assists in determining financial planning and programming. Assists in the coordination and scheduling of leave for fire protection personnel and prepares time and attendance records. Incumbent prepares DD form 2324, DOD fire incident report, DD form 2324-1, and the DOD summary no-loss fire emergencies report. Incumbent assists management in developing policies, procedures and directives as required as well as preparing organizational and functional charts. Directs and participates in proficiency drills and training classes for fire protection personnel. Directs fire protection personnel in performing inspection duties and directs fire protection personnel in maintaining mission essential firefighting equipment. Supervises and participates in training as outlined in ANGI 32-2001 supplement 1 to AFI 32-2001, FAA regulation part 139, and OandM agreement NGR 5-1 Appendix 1 or 24. Also must meet all physical criteria as outlined in national fire protection association (NFPA) 1582.

Job Requirements:

- Must be a minimum of 18 years of age;
- High school diploma or equivalent (GED);
- Must successfully complete a pre-employment baseline physical examination identified in NFPA 1582, "Standard on Comprehensive Occupational Medical Program for Fire Departments";
- Must perform a physical performance requirements assessment prior to employment, initial training, and conduct an annual re-assessment;
- Security Clearance: Firefighters must obtain a favorable National Agency Check (NAC) as outlined in AFI 31-501. Firefighters must be able to obtain and maintain a Common Access Card (CAC) for accessing computerized functions (such as ACES-FD) as well as a Restricted Area Access (Line Badge) for flight line and restricted area access;
- Subject to pre-employment and random drug testing;
- Must have successful completion of Department of Defense aircraft fire school with International Fire Service Accreditation Congress (IFSAC) certification in airport firefighter; must possess International Fire Service Accreditation Congress, accreditation certification of completion of National Fire Protection Association Firefighter I, Firefighter II, Driver Operator (e.g., assigned vehicles, ARFF, Pumper, and MWS), Airport Firefighter, Fire Officer I, Fire Officer II, Fire Officer III, Hazardous Materials Awareness, Operations, Technician, and Incident Command levels, Air Force Incident Management System, Fire Service Instructor I, Fire Service Instructor II, Fire Inspector I, Fire Inspector II, State/National Registry EMT-B based on manpower authorization at selected departments, certification levels may be required to exceed levels listed within and comply with those specified in AFMAN 32-2003 (Firefighter Certification Program); or military or civilian equivalent. Note: The requirements and qualifications are in accordance with NGR5-1/Appendix 1 and 24;

- Maintains and is responsible for fire department data bases (e.g., ACES-FD, NFIRS, MONACO system);
- All ANGFES Firefighters are required to possess and maintain a current state driver's license, and obtain and maintain a military driver's license identifying assigned fire fighting vehicles. Loss of state driving privileges will result in appropriate review and action being taken concerning military vehicle operator qualifications and or ability to perform duties.

Difficulty of Work:

The incumbent is normally assigned to an incident command role; however, can be assigned to an engine company and or crash vehicle which operates under extremely hazardous conditions requiring on-the-spot decision-making. Therefore, stress management skills are essential to the successful accomplishment of all emergency responses.

Responsibility:

Incumbent is responsible for immediate oversight, direct control, supervision, accountability, health, welfare, safety, and morale of all assigned fire department personnel. Incumbent assists the Fire Chief in the facility's selection process for prospective fire protection personnel as well as supervising fire protection personnel in general work activities. Provides orientation to newly assigned fire protection personnel, counsels and resolves individual and technical problems encountered by fire protection personnel. Incumbent enforces policies and procedures pertaining to the operation of the fire protection section. Incumbent directs vehicle response and establishes incident command at the scene of aircraft emergency, structural fire or other emergency situation. Supervises all fire protection personnel during the attack phase, confinement, extinguishments, overhaul and rescue activities (to include performing advanced emergency first aid, cardiopulmonary resuscitation (CPR) and the use of semi-automated external defibrillator) at the scene of aircraft emergency, structural fire or other emergency situation. Contacts and directs support agencies, as required during aircraft emergency, structural fire or other emergency situation. Incumbent supervises fire protection personnel during visual inspections and operation of local installed aircraft arresting systems. Incumbent supervises, in conjunction with the Fire Chief, the establishment and maintenance of administrative files, regulations, manuals, technical orders and other publications pertaining to fire protection. Supervises on-the-job training (OJT) and proficiency training conducted by fire protection personnel assigned to the shift. Supervises fire protection personnel assigned to the shift performing fire inspection, prevention and fire extinguisher maintenance duties. Modifies equipment for special uses and solves problems in unique situations to ensure the maximum utilization of equipment and personnel. Will have other duties assigned as required by the mission requirements determined by the base fire chief. Promotes, supports, and enforces affirmative action, equal employment opportunity, Americans with Disabilities Act and anti-harassment policies along with reporting complaints and or knowledge of discrimination through supervisory channels to the human resources office (mdi-djo-sp).

Personal Work Relationships:

Relationships are primarily with Firefighters and Fire Emergency Services staff and other military fire personnel. The incumbent has frequent contact with the military base personnel, general public and personnel from FWA Authority Public Safety Department and municipal or volunteer fire departments. Occasionally the incumbent may come into contact with other local, state, and federal agencies in the event of a large fire, natural disaster, or medical incident within the jurisdiction.

Physical Effort:

Incumbent must be physically capable of performing rigorous physical activity associated with the firefighter career field. This includes, but is not limited to: bending, lifting, squatting, crawling, climbing and moving rapidly. A high level of physical fitness is required as demonstrated by passing the annual 10 Station Firefighter Physical Fitness Evaluation.

Working Conditions:

Works inside and outside, exposed to adverse weather conditions; exposed to fire and chemicals, intense heat, toxic gases and dense smoke, extreme heights and confined spaces; subject to recall; may be required to travel by military aircraft or vehicle; subject to mandatory overtime; working shifts and hours may vary due to mission objectives and budgetary constraints.