

Chapter 2-5

Standard Operating Policy for Job Descriptions

Effective Draft

rev. 04/26/06

1. Purpose

This SOP explains the titles and descriptions of the line and staff officer positions within the PVFD. Other specific job functions that relate to PVFD personnel are also explained here.

2. Scope

This SOP applies to all PVFD personnel.

3. Introduction

The tasks necessary to operate the fire department are divided and delegated among the people who have the ability to complete them. Staff titles and job descriptions are created to define who is responsible for each task and what is expected for proper completion of the task. Staff positions may be combined and accomplished by a limited number of people. Staff positions, or specific parts of a staff position, may be delegated to another person. The staff officer positions are not tied to rank. Instead, they are assigned based on a person's abilities related to the position.

Rank assignment is reserved for *line officers*, since their function is based on fireground organization and personnel leadership. Line officers are chosen based on their incident management skills, leadership, and experience.

4. Job Descriptions

Staff Positions

Health & Safety Officer (HSO)

This is the person assigned to the administrative role of dealing with health, safety and industrial hygiene issues throughout PVFD. This is a permanently assigned position, unlike the Incident Safety Officer, which is assigned at time of need. The duties of the Health & Safety Officer are as follows:

- Creation and implementation of a comprehensive health & safety program in accordance with NFPA 1500
- Monitor and assess safety risks to PVFD and implement actions to minimize them.
- Serve as the PVFD Medical Surveillance Officer and Respiratory Health Administrator as required by NFPA and OSHA or delegate these positions to another person.

Medical Surveillance Officer (MSO)

This person oversees the PVFD firefighter wellness and medical screening programs and maintains the confidential health records kept by PVFD. This position may be part of the duties of the HSO or another position, or may be a stand-alone position. This person is responsible for compliance with HIPAA requirements as they relate to PVFD member health records.

Fleet Supervisor

This person is responsible for maintaining PVFD's response equipment in working order. This position is also responsible for training personnel in equipment use and maintenance. The Fire Chief appoints the Fleet Supervisor. Knowledge required and duties include:

- Administration of a comprehensive apparatus training program
- Administration of a comprehensive apparatus maintenance program
- Principles of hydraulics, including detailed use of formulas
- Emergency and preventive maintenance
- Research and development of ideas to improve operations

Interior Facilities Supervisor (IFS)

The Interior Facilities Supervisor (IFS) is in charge of maintaining the interior areas of the station that are not directly associated with fire suppression. This includes the kitchen, meeting room, offices (where access is granted), restrooms, and foyer area. The following are the tasks of the IFS:

- Maintain a schedule of users of the meeting room, and post a calendar showing its use.
- Contract and coordinate with the public for use of the meeting room and facilities.
- Clean, or coordinate the cleaning of, the restrooms, hallways, kitchen, utility room, and meeting room (related to normal use of these facilities).
- Maintain the stock of cleaning supplies.
- Act as the liaison between PVFD and public users of the meeting facilities.

Exterior Facilities Supervisor (EFS)

The Exterior Facilities Supervisor (EFS) is in charge of maintaining the grounds around the station. The following are the tasks of the EFS:

- Mow the yard, or contract to have the yard mowed on a regular basis.
- Plan and plant flowers and shrubs as appropriate to keep the property attractive.
- Make provisions to have snow removed from the lot and front ramp.
- Attend to any other outdoor maintenance issues as necessary

Personal Protective Equipment Supervisor (PPES)

The Personal Protective Equipment Supervisor (PPES) is in charge of issuing and maintaining the stock of turnout gear and other uniform items. The tasks of the PPES are as follows:

- Issue turnout gear and uniforms to all eligible personnel
- Track the use, maintenance, cleaning, and inventory of turnout gear components
- Keep a database of all turnout gear, including its serial numbers, brand, date of service, location.
- Maintain a stock of extra turnout gear and uniform components as needed.
- Inspect all issued PPE on a periodic basis and repair as necessary.

Breathing Apparatus Supervisor (BAS)

The Breathing Apparatus Supervisor (BAS) is in charge of keeping PVFD's fleet of SCBA and related equipment ready for use. The tasks of the BAS include:

- Maintain records of inventory and maintenance for all SCBA, air cylinders, masks, and related equipment.
- Make sure the breathing air compressor is kept in proper condition, including having it inspected, serviced, and the air quality checked on a regular basis by a certified technician.
- Assist the HSO with respiratory health compliance as required by NFPA 1500 and OSHA CFR 1910.134.

Training Coordinator

The Training Coordinator is responsible for the oversight of PVFD's firefighter training program. The tasks of this position are as follows:

- Creation and administration of a comprehensive firefighter training program.
- Verifying that PVFD's training program accomplishes all state and federal mandates related to firefighter training.
- Overseeing a pool of instructors to conduct training sessions.
- Maintaining all necessary records related to firefighter training.
- Creating a schedule of training sessions, including securing training instructors and materials for training sessions.
- Advising firefighters of their status in the PVFD training program.

Mapping Supervisor

The Mapping Supervisor is responsible for the following:

- Creating and updating maps of the PVFD district to be used in all response vehicles.
- Keeping mutual aid maps up-to-date

Water Supply Supervisor

The Water Supply Supervisor is responsible for the following:

- Maintaining a record of all hydrants in the PVFD district, including their location, test history, service status, and flow capacity.
- Acting as a liaison to the Louisville Water Co. and Shelby Co. Water District
- Consulting with developers and Oldham Co. Planning & Zoning Office on placement of hydrants and water supply requirements.

Public Information Supervisor

The Public Information Supervisor is responsible for the following:

- Providing announcements and advertising PVFD events through news media outlets
- Serving as the liaison between the Fire Department and media outlets during non-incident times and events, and during incidents when available
- Training other PVFD members in how to be a P.I.O. during incidents

Fire Prevention Supervisor

The Fire Prevention Supervisor is responsible for the following:

- Acting as the liaison between the Fire Department and: The public; State Fire Marshal's Office; Developers; County Code Enforcement Office in fire prevention matters.

Public Education Supervisor

The Public Education Supervisor creates and conducts training sessions to teach the public about fire safety and the role of the PVFD. This position is also responsible for making sure that all requests for fire safety training are accomplished, including activities related to Fire Prevention Week.

Line Positions

Firefighter (FF)

A firefighter is a person who has met the minimum requirements to be a KY state certified volunteer firefighter, and has been approved to participate in fire suppression activities by the Fire Chief. The duties of a PVFD firefighter are as follows:

- Understand the concepts and techniques used by PVFD to control fires and other emergencies, and to practice fire prevention.
- Work within the chain-of-command to execute the tasks of fire and life safety control.
- Respond to the station, staff the apparatus, and assist other members with incident related tasks.
- Attend all necessary training sessions in order to remain current on PVFD performance standards.

Fire Apparatus Operator (FAO)

This is a person who has met the minimum levels of performance to drive and operate an apparatus according to the PVFD SOP on Apparatus Operator Training.

Engineer

An engineer is a FAO who has met all requirements to drive, operate, and pump all PVFD apparatus proficiently according to the PVFD SOP on Apparatus Operator Training, including successful completion of the PVFD Engineer Test.

Sergeant

This is an Engineer with at least 3 years of successful apparatus operation experience who is preparing for the position of Lieutenant. The duties of a Sergeant are as follows:

- Thoroughly understand all firefighting and rescue operations and techniques used by PVFD.
- Thoroughly understand the operation and basic maintenance of all PVFD equipment.
- Be able to calculate complex hydraulic problems on the fireground using only the chart posted by each pump panel.
- Be able to organize complex water supply operations such as drafting, relay pumping, and other seldom-used hose operations.
- Act as the Company Officer in the absence of a Line Officer.

**PVFD currently does not utilize the Sergeant Position*

Lieutenant

The rank of Lieutenant is the first official line officer position. A Lieutenant should have already mastered all previous positions, and should be proficient at the techniques and tasks of firefighting and equipment operation. The duties of a Lieutenant are as follows:

- Act as a company officer during incidents and training sessions.
- Oversee the personnel in his command during the execution of their duties and tasks.
- Provide guidance and leadership to the personnel in his command to assist their learning, performance, and safety.
- Take a position in the ICS system as needed to assist with scene organization and incident control.
- Receive orders from superior officers and execute the orders appropriately.
- Assist the command staff with accomplishing the tasks of running the Fire Department.

Captain

A Captain is a line officer who serves primarily as a company officer, but is expected to be able to occupy a command position if needed. Therefore, the role of Captain is the same as a Lieutenant, with the added emphasis on the ability to lead personnel, organize scene operations, and fill command roles as required.

Major

A Major is a line officer who may be utilized either as a company officer or as a command officer. The duties of a Major are as follows:

- Take a position during incidents as either a company officer or command officer as needed.
- Receive strategic orders from the command staff and direct the completion of tactical fireground operations.
- Understand and practice the concepts of scene safety and ensure that those in his command do the same.
- Assist the Chief Officers with accomplishing the tasks of running the Fire Department.

Battalion (or Division) Chief (BC)

A Battalion Chief is a command officer that is permanently appointed to organize a specific performance area of the Fire Department. Examples of performance areas include: a personnel platoon, training bureau, response district, maintenance, etc.

** PVFD currently does not utilize this position.*

Assistant Chief (AC)

An Assistant Chief (AC) is a command officer who fills a role in the top leadership of the Fire Department. The duties of an AC are the same as a Major, with greater emphasis placed on scene organization, developing strategy, safety, and incident management. An AC also assists the Chief of Department with establishing goals and long range planning for the Fire Department.

Deputy Chief

The Deputy Chief is an Assistant Chief who is expected to fill the role of Chief of Department in his absence.

Chief of Department

The Chief of Department (Fire Chief) is the highest-ranking line or staff position. He is ultimately responsible for ensuring that fires are prevented, extinguished, and investigated. During incidents, the Fire Chief shall utilize a chain-of-command to organize the scene, ensure public and firefighter safety, and accomplish the tasks necessary to control the situation.

The Fire Chief establishes the goals and long range plans of the Fire Department. He also oversees the expenditures of the department and prepares a yearly budget for the operation of the department. The Fire Chief appoints staff and line officer positions, as he deems appropriate to assist with organizing the department and accomplishing the tasks of running the department.