

GENERAL DEFINITION OF WORK:

Performs difficult protective service and administrative work in the development and implementation of department programs for fire and rescue service personnel; does related work as required. Work may be performed under emergency conditions and may involve an element of personal danger. Work is performed under general supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, implementing and supervising departmental training and hazardous materials programs; preparing and maintaining detailed records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages certain aspects of the following; department budget and grant administration, Training Division, Logistics Division of the Fire, Rescue and Emergency Management Department; working with stakeholders, including volunteer agency representatives, to research, develop and initiate new initiatives related to system functions and processes for incident function and remediation.
- Responsible for the proper function and administration of fire, rescue and emergency services department information technology systems administration, training programs, and logistics programs.
- Prepares and distributes statistical reports of project status and costs; maintains department records; plans, organizes, directs, coordinates fulltime and part-time positions. Evaluates and maintains quality and performance of assigned fire and rescue systems.
- Develops and implements policies, rules, regulations and operating procedures pertaining to the department. Reviews work of subordinate staff to ensure compliance with policies, rules, regulations and statutory requirements; assists with other project areas as requested.
- Provides supervision, leadership and guidance for the Logistics Division to include 800 MHz radios, Information Technology systems, SCBA maintenance and compliance program, uniform and PPE acquisition/cleaning program.
- Develops strategic plans for budgeting and implementation of mission critical systems and processes to include; CAD Freedom network, Lifepak 15 data transmission network, and EMS Reporting hardware network.
- Coordinates system readiness and abilities of the department through the Logistics Division serving system wide initiatives.
- Coordinates and ensures compliance with training programs and functions to include the Virginia Department of Fire Programs, Virginia Office of Emergency Medical Services, OSHA, and other regulatory requirements. Responsible for the proper administration of the ALS accreditation program delivered through the Training Division.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the methods, practices and techniques of fire service operations; skill in instructing fire training courses; ability to evaluate and recommend changes to improve the effectiveness of department programs; thorough knowledge of fire ground operations and safety concerns related to these operations; thorough knowledge of the Incident Command System and all of its elements; ability to reduce relatively complex ideas into easily understood presentations; ability to prepare records and reports; ability to coordinate a wide variety of department programs and resources and to supervise and direct the work of others; ability to establish and maintain effective working relationships with associates and other internal and external stakeholders. Knowledge of various information technology processes and equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college with major course work in Fire Science, Emergency Medical Services or related field and considerable experience in fire suppression.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Firefighter II, HazMat Operations, EMT, Officer II, Instructor III, EVOC I/II/III, Driver/Pump Operator, VDFP HTR module 1, Firefighter Mayday Down and IS 100, 200, 300, 400, 700 and 800 certifications. Additionally, one advanced HTR course, Command Officer certification or Command Training (i.e. NFA ICS), and Incident Safety Officer. Must meet and maintain minimum qualifications and certifications for position as established by the department.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____