

# **ALBANY COUNTY FIRE DISTRICT 1**

## **Training and Qualification Guide**

### **FIRE COMPANY OFFICER and TRAINING OFFICER**

#### **DEFINITION**

Under direction, to supervise, assign, review, and participate in the work of a fire company responsible for providing fire suppression, rescue, assisting emergency medical treatment, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility. The job description of Company Officer is to be inclusive of ranks such as Lieutenant, Captain, or other Company level supervisors.

#### **SUPERVISION EXERCISED**

Receives direction from Chief Officers, and Fire Chief.

Supervises all types of responders below the rank of Officer including Driver/Operators, Firefighters, and Roadway Emergency Responders.

#### **EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES**

Plan, prioritize, assign, supervise, and review the work of a fire company or station responsible for providing fire suppression, rescue, emergency medical treatment assistance, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression and prevention services; implement department policies and procedures.

Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.

Respond to fire alarms as an emergency scene commander, assuming responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident, direct firefighting operations until relieved by a superior officer.

Supervise the fire assistance of emergency medical treatment at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel, when necessary, as good Samaritan. Analyze patient

needs and administer skilled technical emergency aid and treatment to the sick and injured in accordance with the applicable laws and regulations.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from other Company Officers and firefighters.

Supervise the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, and first aid salvage operations. Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as hydrants, apparatus, trucks, and support equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment, and apparatus; maintain station supplies.

Participate in monitoring employee performance objectives; prepare employee performance reviews as assigned; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Check commercial and residential buildings for code compliance; interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.

Conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; collect, prepare, and present evidence in court when required.

Provide information to the public concerning fire prevention practices and procedures; conduct public education programs in the community related to fire safety and basic CPR and First Aid.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided.

Prepare reports, forms, recommendations, and other required administrative procedures of the company; maintain a variety of records.

Assist management staff in maintaining and improving upon the operation of the Department; participate in the development of programs for department use; perform a wide variety of general staff work as assigned.

Coordinate company activities with other divisions, departments, and outside agencies.

Conduct tours of station.

Attend and participate in professional group meetings, as assigned.

### **OTHER JOB-RELATED DUTIES**

Perform and supervise related duties and responsibilities as assigned.

### **JOB RELATED AND OPTIONAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive fire suppression and fire assist emergency medical service program.

Modern firefighting and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Fire behavior and chemistry

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Rules, regulations, and operational procedures of the Fire Department and ACFD1.

Pertinent Federal, State, and local laws, codes, and regulations including those pertaining to fire suppression, prevention, and personnel training.

Procedures, methods, and techniques of emergency medical services (including first aid and CPR)

Principles of supervision, training, and performance evaluation.

Local geography including the location of water mains, hydrants, major fire hazards of the County and County roadways.

Basic building construction techniques and practices

Fire prevention principles, practices, and techniques

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate the full range of firefighting and emergency response equipment safely and effectively.

Operate communications equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Follow direction from the Fire Department Chief and Chief Level Officers.

Select, supervise, train, and evaluate staff.

Take control of and direct a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies. Inspect public and private sector buildings and residential homes and enforce fire and safety codes.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting activities.

Prepare recommendations for the assigned budget.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Optional Experience:**

One year of progressively responsible firefighting experience.

**Optional Training:**

***Company Officer:***

Firefighter I certification issued by the Wyoming State Fire Marshal's Office.

Firefighter II certification issued by the Wyoming State Fire Marshal's Office.

Fire Officer 1 certification issued by the Wyoming State Fire Marshal's Office.

ICS 100, 200, and 700.

Fire Apparatus (Pumper) certification issued by the Wyoming State Fire Marshal's Office.

Engine Boss certification through NWCG.

***Training Officer:***

Fire Instructor 1 certification issued by the Wyoming State Fire Marshal's Office is preferred or equivalent NWCG training qualification.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 10 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.