

ALBANY COUNTY FIRE DISTRICT #1

Job Description Policy

Approved on ??/ ??/ ?? by Luke Hawkins, Matt Burkhart, Brett Wadsworth

Purpose: Ensure Albany County Fire District (ACFD) members function in appropriate roles, as defined in their ACFD job description(s), while performing duties and responding to emergencies on behalf of the District. Provide support and guidance to ACFD members and the agency, related to job descriptions.

General: ACFD members may serve under one or multiple job descriptions. The intent of the ACFD job descriptions is to provide standards and regulations related to the duties for which members may perform. Though it is not expected that members perform under multiple job description roles, members must be approved for at least one role by the department to be an active member.

A) Department responsibilities, under the direction, or delegation, of the Department Chief:

1. Maintain a training record or personnel file for every department member.
 - a. Training records shall include documentation of any job description(s) a member is approved to fulfill, with the signature of the Department Chief, Training Officer, and member.
 - b. Best practice is to maintain a training record in a hard file and in an electronic format, such as Imagetrend.
2. Ensure department members perform duties and respond to emergencies in conjunction with, and adherence to, the job description(s) they have been approved to fulfill.
3. Provide training opportunities and information to aid in the pursuit of successful completion of job description requirements.
4. Communicate district training needs to the ACFD Training Coordinator as they arise.
5. Discipline members or supervisors who violate this policy up to or including dismissal. Discipline of a member must be recorded and kept in the member's personnel file.

B) Supervisor responsibilities:

1. Ensure subordinates adhere to their job descriptions.
 - a. Subordinates shall perform only duties outlined in their approved job description(s).
 - b. For duties not described under a job description, supervisors may use their discretion to assign other duties to members, in accordance with the members' experience, training, competence, and any applicable law, regulation, or national standard.
2. Provide support and guidance to members to encourage their pursuit of approval in as many job descriptions as possible.
3. Report violations of this policy to Department Chief.

C) Member responsibilities:

1. Perform duties and respond only to emergencies for which one has been trained and approved for.
2. Obtain approval from Department Chief and Training Officer. Approval is demonstrated by the completion of requirements in the job description and confirmation that a signed training record is on file, as described in “Department Responsibilities.”
3. Communicate to the Training Officer as training needs arise in pursuit of job description requirements.

D) Albany County Fire District responsibilities:

1. Provide district wide training that will facilitate successful pursuit of all job descriptions.
2. Discipline any member, supervisor, or department who violates this policy. Members or supervisors who have been disciplined by their Department for violation of this policy shall not be disciplined again by the District, unless the ACFD Board determines the initial discipline inappropriate. In this case, the disciplinary action of the Board will replace the discipline of the Department.
 - a. Disciplinary action of a member or supervisor violating this policy may lead to, or result in, final dismissal of the member’s or supervisor’s services to the ACFD.
 - b. Disciplinary action for a Department violating this policy may include suspension of the responsible parties, and/or reduction in funding.
3. Maintain adequate job descriptions for the needs and services of the District.
4. Consider feedback from Department Chiefs regarding job descriptions and modify as needed.

HR Reviewed: November 2023