



CLASS SPECIFICATION

Class Code: 18125
Date Est: 04/2016
Last Rev: 11/2017
Last Title Chg:
FLSA: non-exempt
Probation: 12 Months

FIRE SERVICES COMMUNITY COORDINATOR (GERLACH)

DEFINITION

Under general supervision, plans, organizes and directs emergency and non-emergency activities of all volunteer personnel, the fire station and its equipment for a rural fire department; provides initial size up and command of emergency response incidents; ensures operational readiness for emergency response, manages and participates in administrative tasks, programs and projects; recruits and manages volunteers and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or equivalent education AND three years of firefighter experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment; must have the ability to obtain a Nevada's Class C driver's license with "F" endorsement, which complies with the Nevada Department of Motor Vehicles' requirement, upon completion of probationary period.

State of Nevada Firefighter I, or equivalent which meets NFPA standards, is required at the time of application.

State of Nevada Firefighter II, or equivalent which meets NFPA standards, is required within 6 months of appointment.

Possession of a valid State of Nevada or National Registry Advanced Emergency Medical Technician Certificate, and CPR certification required at the time of application. Paramedic Certificate is highly desirable.

State of Nevada Ambulance Attendant certification required within 30 days of appointment.

All licenses and certifications required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned volunteer and support personnel.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Respond to fires and other emergency or public assistance incidents in a timely, safe and skilled manner; participate in their control through hose laying, ladder operation, ventilation, extinguishment, extrication, salvage and other activities as part of team effort.

Perform as an Advanced Emergency Medical Technician; rescue people endangered by fires or other hazards and administer first aid to injured parties.

Coordinate the organization, staffing and operational activities of fire crews in a rural fire department; organize emergency operations; ensure the operational readiness of volunteer firefighters. Provide initial response and command and control of operations on all types of emergencies including fire, rescue and emergency medical incidents.

Perform administrative duties related to rural fire department emergency and non-emergency activities; assist in the preparation of the budget; maintain budgetary control over supplies and equipment.

Operate specialized equipment such as wildland apparatus, chain saws, portable pumps and hydraulic rescue equipment.

Conduct basic inspections and other fire prevention tasks including fire safety public education and presentations to eliminate or reduce fire hazards and enforce fire codes.

Recruit, counsel, coach and discipline volunteer personnel; participate in the selection of volunteers.

Support and monitor the overall training activities and requirements of a rural fire department; work collaboratively with the Truckee Meadows Fire Protection District (TMFPD) to ensure that training needs are identified, addressed and completed within prescribed time frames; develop, coordinate and participate in drills; implement a career development plan for assigned personnel; may serve as department safety officer.

Serve as Washoe County's representative to the community; promote collaborative relationships with surrounding communities; assist in the presentation of fire prevention and public education programs.

Supervise personnel on the proper and safe use of specialized firefighting equipment and tools such as chain saws, portable pumps, hydraulic rescue equipment, electric hand tools, etc.; requisition and purchase equipment and maintenance supplies; develop and assign equipment testing programs such as hose testing, ladder testing, SCBA testing, etc.

Oversee and coordinate building and grounds maintenance functions including landscape maintenance, minor building repairs, minor cosmetic repairs and snow removal; perform maintenance and repair analysis of fire stations and associated buildings and make recommendations on repairs and maintenance; develop maintenance schedules and plans.

Receive operational direction from the Truckee Meadows Fire Protection District.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Perform other administrative and emergency response duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Geography of the district, including major streets and landmarks.

Firefighting and rescue methods, terminology, tools and equipment.

Symptoms of medical emergencies and of appropriate responses to such conditions.

Emergency medical procedures and in-patient assessment techniques, including basic life support; invasive and non-invasive therapy; drug therapy as allowed by EMT certification.

Specialized patient monitoring devices and life support systems such as heart monitor/defibrillator and pulse oximeters as allowed by EMT certification.

Current best practices, developments and trends in fire service including fire suppression, prevention, modern fire command, emergency medical care, rescue and hazardous material incidents.

Current federal, state and local laws pertinent to the assigned function, including fire and emergency medical services.

Fire behavior and fire control techniques to carry out wildland fire suppression.

Project and time management techniques to complete assigned projects in a timely manner and meet deadlines.

Budget development and fiscal control methods and techniques.

Principles of management, supervision, labor/management relations, training and work evaluation.

Current Fire and Life Safety building codes.

Relevant occupational hazards and safety standards.

Training methods and applications utilized in the fire service.

Principles and practices involved in planning, resource allocation, Human Resources, leadership techniques and coordination of people and resources.

Ability to:

Perform a variety of firefighting and emergency rescue assignments.

Assess and treat patient's medical condition.

Perform a variety of firefighting duties using modern methods, tools and equipment.

Effectively communicate to multiple audiences including citizen groups, political leaders, agency representatives and volunteers.

Develop and present effective training programs appropriate to the intended audience.

Implement work methods and procedures that promote a safe working environment for employees and others and train staff in same.

Make appropriate plans and tactical decisions in remote rural fire department response situations.

Recruit and sustain a volunteer force; supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations, protocols and standards including administrative and departmental policies and procedures.

Develop and implement mutual aid agreements with surrounding communities and agencies.

Assist in determining the needs of the department and community in areas of public education, fire prevention and

suppression, and emergency medical services.

Develop and implement emergency response plans appropriate to the situation.

Plan, prioritize and organize work to meet schedules and timelines.

Prepare clear, concise, and accurate records and reports.

Effectively represent Washoe County and the department in contacts with the public and other public safety agencies, including making effective public presentations.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Ability to operate apparatus including driving, pump operation, lifting and pulling hose and equipment. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel and climb. Corrected hearing and vision to normal range. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to heat, fumes, smoke, pressurized water and chemicals.

Positions are required to work varied shifts including evenings, weekends, and holidays.

Employees must pass an annual medical examination in order to continue employment.

Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.