

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

AIRPORT ASSISTANT FIRE CHIEF

DEFINITION

Directs fire fighting, rescue, salvage, fire prevention, and fire protection operations on an assigned shift at a municipal/international airport to save persons, aircraft, and/or facilities from fires; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate Airport Firefighters; recommends personnel actions related to disciplinary procedures, performance, leaves of absence, and grievances; assigns work schedules, and administers department operational instructions by providing guidance in department policy and procedures; may be assigned duties as Safety Officer, Fire Prevention Officer, or Training Officer.

Responds to in-flight or ground emergencies to provide supervision while participating in firefighting activities; assigns firefighters to jobs at strategic locations to facilitate rescue of persons and maximize application of extinguishing agents.

Administers the ongoing training program for firefighters by conducting courses and practical demonstrations in crash rescue, firefighting techniques, emergency medical care, keeping current with the latest methods; assigns firefighter instructors to instruct training classes on various subjects to facilitate use of personnel skills in subject areas; submits written and oral reports on the status of the training program to the Fire Chief.

Investigates fires by checking prevailing conditions after fires and locating fire hazards to determine causes of fires; compiles reports by indicating results of investigation to convey cause of fire, conditions of structure and equipment, and action taken.

Periodically inspects all firefighting equipment and related apparatus to ascertain condition and report to Fire Chief.

Maintains immediate response posture by being available for work during off-duty hours to assist in emergencies.

Maintains current knowledge of firefighting techniques and the use of personnel and equipment by studying pertinent directives and consulting with the base Fire Chief to ensure adherence to established policies and procedures.

Directs firefighters in auxiliary activities such as maintenance on aircraft speed reduction emergency system and station maintenance duties by assigning and participating in work to ensure performance of tasks.

Supervises and participates in public fire safety lectures and fire prevention work; maintains records and pre-fire plans by inspecting premises to discover fire safety deficiencies or potential fire hazards; makes reports to Fire Chief on recommendations and findings.

COMPETENCIES REQUIRED

Knowledge of the characteristics, range, and effectiveness of: various types of fire extinguishing agents, combustible materials, fire alarm systems, firefighting vehicles and equipment, firefighting, crash/rescue, and basic emergency medical care, operations pertinent to crash/fire rescue situations, and causes of fires and fire hazards.

Knowledge of the principles of supervision.

Knowledge of personnel management policies and practices.

Knowledge of Aircraft Rescue Firefighting Operational Instructions (OI's) and governing directives.

Ability to plan, implement, and direct crash/fire/rescue procedures.

Ability to apply basic emergency medical care knowledge and techniques.

Ability to provide technical and administrative guidance and training to subordinate firefighters.

Ability to assume responsibility for the safety of persons, equipment, and facilities and to exercise positive authority in directing activities involved in crash/fire/rescue operations.

Ability to direct and perform personnel rescue and crash/fire operations and to mentally and physically withstand fuel-induced flames and high temperatures.

Ability to evaluate training procedures.

Ability to detect problems in policies and procedures and to recommend necessary changes.

Ability to perform heavy lifting and to maneuver self in and around tight places during emergency situations.

Ability to maintain physical fitness requirements in accordance with National Fire Protection Association (NFPA) standards and Air Force Instruction (AFI) 32-2002, Fire Fighter Physical Conditioning Program.

Ability to use computers for data entry, written communications, file retrieval, and information searches.

Skill in the operation of firefighting vehicles, equipment, and related apparatus.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or G.E.D.;

AND

the equivalent of two years of full-time fire fighter experience in a military or civilian fire department that involved the direction of fire fighting operations pertaining to crash/fire/rescue emergencies;

AND

International Fire Service Accreditation Congress (IFSAC)-approved Inspector I certification;

AND

IFSAC-approved Fire Officer II certification;

AND

IFSAC-approved Instructor I certification;

AND

IFSAC-approved Incident Command certification;

AND

Minimum current First Responder or higher Emergency Medical Service (EMS) certification in the State of Iowa from the Department of Public Health.

NOTE:

Prior to offer of employment, if not previously employed as an Airport Firefighter, applicants must complete a rigorous physical agility test.

After an offer of employment, if not previously employed as an Airport Firefighter, applicants must be able to pass a thorough medical examination in compliance with National Fire Protection Association (NFPA) standards.

Within 30 days of employment, employees must obtain a State of Iowa chauffeur's license (D2) or another state's equivalent, and a valid state driver's license must be maintained as a condition of employment.

Within 60 days of employment, employees must obtain and continue to maintain certification in cardiopulmonary resuscitation (CPR) and other emergency care techniques.

Within one year of employment, employees must pass a thorough background investigation and obtain a SECRET security clearance. This clearance must be maintained as a condition of employment.

Within two years of appointment, employees must obtain International Fire Service Accreditation Congress (IFSAC)-approved Fire Officer III certification.

Effective Date: 9/02 BK