



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
CREW CHIEF (AIR NATIONAL GUARD)	34	D	11.703
FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

SERIES CONCEPT

Air National Guard Airport Rescue Fire Fighters (ARFF) respond to emergency incidents involving all forms of civilian, commercial and military aircraft, structure or wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, aircraft engine fires, hot aircraft brakes, combustible metal fires and overheated electrically charged aircraft components.

Provide stand-by protection for jet engine test stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding, cutting and brazing operations, air-med evacuations, and flammable liquid spills.

Respond to aircraft emergencies by driving crash fire rescue equipment to the scene; determine the most effective placement of apparatus to effect fire suppression and rescue operations; establish command post; operate vehicle pumps and direct turret and hose line streams for the fire suppression.

Initiate rescue egress operations by safetying aircraft systems; gain access to aircraft by manual or forcible entry, locating and removing air crew and others from extremely confined and restrictive environment; continue operations of salvage, ventilation and overhaul wearing self-contained breathing apparatus (SCBA) in a toxic atmosphere and operating specialized equipment in a life threatening environment.

Respond to structural fires driving emergency vehicles; strategically position apparatus, operate pumps, lay hose lines, apply extinguishing agents, direct hose streams, ladder building, provide ventilation, enter to provide rescue to trapped victims and suppression, provide salvage of high value assets and overhaul operations.

Respond to wildland fires in support of State and federal fire management agencies in accordance with established agreements; establish command post, evaluate incident fuels, terrain, weather conditions, life hazard, exposures and possible mutual aid requirement; control and extinguish fire by use of hand tools and agent application utilizing standard wildland tactics and strategy; perform mop up and patrol functions to prevent re-kindle.

Respond to medical emergencies to provide medical attention to sick and injured persons; assess injuries and monitor vital signs; triage multiple victims; remove victims from hazardous areas; stabilize victims, providing emotional support to victims and families; provide medical support to other health care professionals.

Mitigate and resolve complex hazardous materials releases and accidents; enter into hazardous atmosphere to identify materials, estimate quantity and determine life safety concerns; rescue victims; prescribe isolation zones; establish a command post and coordinate security, evacuation and sheltering; implement a safety plan to detect symptoms of heat stress and closely monitor work performed at the hazardous material site.

Maintain assigned vehicles and equipment to ensure safe operation; perform preventive maintenance and inspect apparatus, tools, support equipment and protective clothing according to established policies and preventive maintenance schedules; make adjustments, correct minor problems and report needed repairs to supervisors; replace used equipment and supplies.

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SERIES CONCEPT (cont'd)

Maintain current knowledge of modern fire detection and suppression equipment and techniques, communications systems, and the geographical features of the base and surrounding areas.

Supervise or participate in a base-wide fire prevention inspection program; conduct facility inspections to determine compliance with Uniform Fire Code (UFC), NFPA, Air Force Occupational Safety and Health (AFOSH) Standards, and local directives; provide subjective analysis and assign Risk Assessment Codes (RAC's); develop and implement corrective action plans and monitor compliance.

Supervise or participate in a base populace fire prevention education program; ensure fire protection requirements are included in activities and projects; conduct initial and refresher training classes to educate base population in basic fire science, extinguisher identification and operation, fire/emergency reporting, and evacuation and sheltering procedures; provide fire prevention training, lectures, and demonstrations for functional, youth or social groups; publish fire prevention column in base newspaper and conduct seasonal campaigns providing literature, publicity, static displays and technical presentations.

Supervise, conduct, or participate in on-the-job training sessions, classroom instruction, aircraft emergency response training, firefighting drills and live firefighting sessions; coordinate joint training sessions among mutual aid providers to ensure proper pre-fire planning and constant readiness.

Participate in wartime readiness and contingency operations; provide crash firefighting and rescue operations; maintain proficiency in aerospace vehicle firefighting operations, aircraft/structural rescue techniques, lifesaving emergency first aid skills, firefighting operations involving conventional, chemical, biological and nuclear weapons, and wartime fire prevention procedures involving storing and handling of fuels and weapons.

Participate in chemical warfare defense training and maintain proficiency in responding to emergency incidents and performing rescue and firefighting operations under adverse chemical, biological and radiation enhanced atmospheres.

Perform collateral duties as assigned.

CLASS CONCEPTS

Deputy Fire Chief (Air National Guard): Under general direction, the incumbent administratively supports and assists the Fire Chief in the management of fire protection functions; acts as the Fire Chief during the Fire Chief's absence; manages fire protection operations and readiness programs in accordance with AFI 32-2001; coordinates the activities of shift supervisors and assists the Fire Chief in the development and implementation of policies and procedures in a consistent manner throughout the shifts.

Oversee the budget development process to ensure adequate funding for agency activities; review budget requests and submit final budget to the chief; administer the approved budget, prepare periodic reports and review and approve adjustments to programs and activities.

Monitor fire prevention activities of all tenant organizations to ensure compliance with established fire protection engineering and fire prevention policies; meet regularly with tenants and key management officials to review, develop and implement more effective base-wide fire prevention plans; attend professional conferences to keep abreast of the latest developments in the field; arrange and participate in fire prevention lectures, conferences and orientation meetings.

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CLASS CONCEPTS (cont'd)

Deputy Fire Chief (Air National Guard): (cont'd)

Provide expert fire consultant services to organizations and individuals, provide fire liaison service throughout assigned areas, and interpret and apply fire prevention directives; review fire prevention programs and operating instructions for compliance and established procedures.

Review, on a regular basis, responses to various emergencies such as declared aircraft emergencies, building fires, or spilling of aircraft fuels, taking action to preclude recurrence of similar emergencies; review the installation, maintenance and use of alarm systems and allied communication devices; provide service to tenant personnel needing assistance in fire prevention techniques and guidance; make administrative and technical recommendations concerning the program to tenants and higher headquarters; conduct training for other fire protection personnel on fire prevention standards and practices and advanced fire protection subjects.

Direct the development of contingency plans for emergency operations such as natural disasters, traffic accidents, hazardous materials incidents and civil disturbances to minimize loss or injury to lives and property; ensure coordination and communication with other public safety agencies and the appropriate planning for command structure, staffing and deployment, logistics and communications.

Review plans for construction or alterations to existing structures and recommend changes to comply with fire prevention requirements; advise contractors of fire prevention responsibility when working on base facilities; inspect work performed by base tenants for compliance with directives; assist tenants in the pre-final and final acceptance of base facilities.

Investigate the scene of fires to determine the cause and preserve evidence that may indicate the violation of regulations, carelessness, or arson; may appear as a witness at a board of inquiry to present evidence or data relative to the cause of a fire; submit fire incident reports for forwarding to higher headquarters as assigned.

Assistant Fire Chief (Air National Guard): Under general supervision, incumbents plan, direct and supervise firefighters on an assigned shift. In addition, Assistant Fire Chiefs respond to all fires, alarms, and other emergencies and assume command until the arrival of the Fire Chief.

Exercise incident command and control to accomplish rescue of entrapped personnel or fire victims of structural, crash, and wildland fires.

Direct crews in the control and extinguishment of fires, and eliminate existing and potential fire hazards.

Work closely and cooperatively with outside agencies such as local and county fire departments, National Transportation Safety Board, the F.B.I. and F.A.A.; develop plans for events, incidents and operations which require assistance and support from other agencies; ensure plans identify appropriate command, staffing, deployment, communications and logistics.

Devise techniques for entry into structures and aircraft to rescue personnel or recover equipment; solve problems involving extremely volatile elements such as explosives, flammable liquids, oxidizers, chemicals and radiological hazards.

Provide for extra precautionary measures during hazardous operations such as furnishing standby personnel and equipment for welding and cutting operations, defueling, loading and unloading cargo and explosives, medical air evacuation, aircraft landing and take-offs, engine tests, and classified operations.

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CLASS CONCEPTS (cont'd)

Assistant Fire Chief (Air National Guard): (cont'd)

Assist in implementation of policies, rules, regulations and procedures necessary for effective operations; maintain a balance of personnel on shift by appropriate assignment, detail or transfer; interpret Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organization required to comply with such guides.

Maintain records, prepare reports, and make recommendations relative to material procurement, department policy, procedures and methods; sign time cards and conduct daily quarters/muster of personnel; determine priorities; plan, organize, assign and evaluate the work of subordinates.

Schedule and approve leave; maintain discipline; recommend personnel action relative to discipline, commendatory awards, promotion, recruitment, and transfer of subordinate personnel.

Conduct daily inspections of personnel, quarters, equipment and apparatus to ensure conformance with standard practices and procedures and operational readiness; manage the vehicle maintenance program.

Coordinate training with specialists in specialized fields, keeping abreast of new developments to ensure effective fire suppression and rescue methods; determine training requirements, develop training plans, conduct required training, evaluate effectiveness of training, ensure training requirements are met, and maintain proficiency training records.

Act in the capacity of Fire chief when the Deputy and Fire Chief are absent.

Crew Chief (Air National Guard): Under general supervision of the Assistant Chief, incumbents act as the lead firefighter on a shift. In addition to performing the range of duties described in the series concept, the Crew Chief assembles and submits information to the Assistant Fire Chief upon request for inclusion in a variety of reports covering personnel, inspections, fires, and equipment. The Crew Chief may recommend discipline or personnel actions to the Assistant Fire Chief if pertinent to the maintenance of equipment and firefighting operations. Incumbents also exercise leadership through direct command or implementation of the Incident Command System (ICS) until relieved by a senior fire officer.

Conduct instructional courses for firefighters by means of classroom lecture and practical demonstrations in firefighting and crash rescue techniques, structural fire rescue, first aid, fire prevention, and the use of all tools and equipment used in crash rescue, structural and wildland firefighting.

Determine requirements for the fire detection and suppression systems; inspect, service and test transmitting and receiving devices for fire detection and suppression systems.

Read and interpret plans, drawings, and specifications; identify and eliminate fire hazards; compute distribution criteria for fire extinguishers; conduct base-wide training and coordinate public fire prevention education.

Prepare and maintain fire protection records, reports, and charts.

Prepare and submit training progress reports for assigned crew members, make recommendations for improvements in firefighting procedures, maintain crew members' time cards, and inform the Assistant Fire Chief of any infractions among crew members for possible disciplinary action.

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CLASS CONCEPTS (cont'd)

Firefighter/Driver Operator (Air National Guard): Under general supervision, incumbents perform the range of duties described in the series concept and are responsible for the upkeep and operation of assigned vehicles and other assigned apparatus in a manner consistent with safety for crew and vehicle. Incumbents may be assigned to perform the duties of the Crew Chief when directed by higher authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Applicants must be in good physical condition and may be required to pass a thorough medical examination and physical agility test prior to appointment and as a condition of continuing employment.
- * A Secret military security clearance is required.
- * Possession of a Class C driver's license is required at the time of appointment and as a condition of continuing employment. Employees must obtain a Military Motor Vehicle Operator card within one month of appointment.
- * Possession of an International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Driver/Operator ARFF and Driver/Operator Pumper is required within one year of appointment.
- * Possession of current certification in Nevada as an Emergency Medical Technician at the time of hire is required for the Deputy Chief, Assistant Chief and Crew Chief.

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Five years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, two years of which must have been in a supervisory capacity; **OR** two years of experience as an Assistant Fire Chief (Air National Guard) in the Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*) *Additional Special Notes and Requirements for positions in this class include:*

- * Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III and Fire Instructor II is required within one year of hire.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and best practices of modern firefighting and fire prevention; fire suppression strategies, tactics and procedures; principles and practices of administration, supervision and training. **Working knowledge of:** development of long-range plans and objectives for an organization; maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus; oral and written communication skills. **Ability to:** manage and direct fire suppression operations; respond to major emergency situations and assume or delegate command; establish and maintain cooperative working relationships with other firefighting agencies, staff and the public; supervise and evaluate the performance of assigned personnel; provide expert fire consultative services to organizations and individuals; read, interpret, apply and explain codes, rules, regulations, policies and procedures; develop contingency plans for a wide variety of emergencies and natural disasters; plan and organize diversified programs in fire department administration, training and fire prevention; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD) (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: department policies, procedures, organization and operations. **Working knowledge of:** State budget processes and personnel administration. **Ability to:** assist the Fire Chief in fire suppression and prevention activities on the Air National Guard base; prepare and manage the department's budget.

ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Four years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, one year of which must have been in a lead worker capacity; **OR** one year of experience as a Crew Chief (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)* Additional Special Notes and Requirements for positions in this class include:

- * Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer II, Fire Instructor II, Fire Inspector I, Hazardous Materials Incident Commander, and Hazardous Materials Operations is required at the time of hire.
- * Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III, and Fire Instructor II is required within one year of hire.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems. **Working knowledge of:** NFPA standards, safety regulations and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** exercise authority during rescue and fire suppression operations; plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Deputy Fire Chief, Air National Guard.)

CREW CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Three years of professional firefighting experience, one year of which must have included experience in air/crash/rescue; **OR** one year of experience as a Firefighter/Driver Operator (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)* Additional Special Notes and Requirements for positions in this class include:

- * Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer I, Fire Instructor I, and Hazardous Materials Operations is required at the time of hire.

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MINIMUM QUALIFICATIONS (cont'd)

CREW CHIEF (AIR NATIONAL GUARD) (cont'd)

- * Possession of current International Fire Service Accreditation Congress (IFSAC) or Pro Board certification as a Fire Officer II, Fire Inspector I, and Hazardous Materials Incident Commander is required within one year of appointment.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: tactics and strategy used in firefighting; roads, buildings, terrain and location of fire hydrants, alarm boxes, emergency exits and off base roads; water distribution systems both on and off base.

Working knowledge of: air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; special operations and equipment used when hazardous materials are present in emergency situations; emergency medical procedures; fire prevention codes and ordinances; fire chemistry; policies and procedures applicable to issuance of welding permits. **Ability to:** oversee the activities of a fire crew in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; provide emergency medical treatment to injured persons; evaluate complex situations and request appropriate additional resources in emergency situations and take appropriate action in complex hazardous materials emergencies; make hazard and risk assessments; provide firefighting training to assigned personnel; maintain records and prepare reports; inspect buildings and facilities, detect fire hazards and code violations, and institute corrective action; monitor and operate the computerized fire alarm system; inspect, test and ensure proper operation of firefighting equipment; read and interpret building and construction plans; understand chemical, biological and radiological terms; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities for Assistant Fire Chief, Air National Guard.)

FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)

EDUCATIONAL AND EXPERIENCE: Two years of professional firefighting experience or completion of the 3 level USAF Fire Protection School: **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements) Additional Special Notes and Requirements for this class include:*

- * Certification in Nevada as an Emergency Medical Technician within 18 months of hire is required.
- * Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Firefighter II, Airport Firefighter, and Hazardous Materials Operation is required at the time of hire.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: fire suppression tactics; characteristics and application of chemical fire retardants; pump operations and hydraulic systems; fire vehicle and equipment maintenance; fire behavior in various weather conditions. **General knowledge of:** crash/fire/rescue, structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes and other applicable regulations and standards. **Ability to:** use and maintain fire, rescue and extrication tools; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers, crash trucks and tenders and place in the most effective positions; inspect and maintain fire apparatus; inspect, repair and maintain fire extinguishers and other first aid fire appliances; apply the principles of the Incident Command System to incidents of moderate complexity; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

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MINIMUM QUALIFICATIONS (cont'd)

FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD) (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Crew Chief, Air National Guard.)

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

	<u>11.701</u>	<u>11.702</u>	<u>11.703</u>	<u>11.705</u>
ESTABLISHED:	2/14/90R	2/14/90R	2/14/90R	2/14/90R
	7/6/90PC	7/6/90PC	7/6/90PC	7/6/90PC
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/24/04UC	8/24/04UC	8/24/04UC	8/24/04UC
REVISED:	5/28/10UC	5/28/10UC	5/28/10UC	5/28/10UC