



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FIREFIGHTER/DRIVER OPERATOR</b>	<b>32</b>	<b>D</b>	<b>11.705</b>
<b>FIREFIGHTER CREW CHIEF</b>	<b>34</b>	<b>D</b>	<b>11.703</b>

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**JOB SUMMARY**

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Firefighters respond to emergency incidents involving civilian, commercial, military aircraft, structure and wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, and a variant of other emergency incidents for the Air National Guard.

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**JOB DUTIES**

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**FIREFIGHTER/DRIVER OPERATOR**

1. Provide protection for jet engine jet stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding operations, air-med evacuations, and flammable liquid spills.
2. Initiate rescue egress operations by safe tying aircraft systems, accessing aircraft, removing crew and others, and performing salvage, ventilation, and overhaul.
3. Respond to aircraft emergencies, structural fires, and wildland fires.
4. Implement and perform appropriate firefighting operations and measures.
5. Respond to medical emergencies, assess injuries, monitor vital signs, triage victims, remove from danger, and stabilize.
6. Resolve and mitigate hazardous material incidents, identify substances, estimate quantity, rescue victims, prescribe safety zones, and establish a command post.
7. Maintain vehicles, tools, and equipment through preventive maintenance and inspections.
8. Conduct fire prevention inspections, provide analysis, assign risk codes, implement corrective actions, and monitor compliance.
9. Lead or participate in fire prevention education and training programs for the base population.
10. Oversee, conduct, or participate in on-the-job and classroom training on a variety of subjects, firefighting drills, live-firefighting exercises, and joint training with mutual aid providers.
11. Participate in wartime readiness and contingency operations and provide crash firefighting and rescue operations.
12. Participate in chemical warfare defense training.
13. Perform related duties as assigned.

**FIREFIGHTER CREW CHIEF**

1. Duties performed at the previous level; AND:
2. Act as the lead firefighter on a shift and recommend discipline or personnel action related to equipment maintenance and firefighting operations.
3. Assemble and submit information for inclusion in a variety of reports.
4. Provide leadership and command on incidents using the Incident Command System (ICS).
5. Conduct classroom and practical training in a variety of areas.
6. Determine fire detection and suppression system requirements and inspect, service, and test devices for proper function.

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7. Read and interpret plans, drawings, and specifications to identify and eliminate fire hazards.
8. Determine fire extinguisher distribution criteria.
9. Coordinate and conduct fire prevention education.
10. Prepare and maintain fire protection records, reports, and charts.
11. Submit training progress reports for crew members and recommend firefighting procedure improvements.
12. Maintain crew timecards and report any infractions.
13. Perform related duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

#### **FIREFIGHTER/DRIVER OPERATOR**

Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Firefighter II, in Hazardous Materials Operation, and Airport Rescue Firefighter or as a Nationally Registered Emergency Medical Technician, Emergency Medical Technician in the State of Nevada, or higher.

#### **FIREFIGHTER CREW CHIEF**

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer I, Fire Inspector I, Fire Instructor I, HAZMAN Incident Commander, and certification as an Emergency Medical Technician in the State of Nevada.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

#### **FIREFIGHTER/DRIVER OPERATOR**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- 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.
- Crash/fire/rescue and structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes; applicable regulations and standards.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

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; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

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**FIREFIGHTER CREW CHIEF**

Knowledge, skills, and abilities required at the previous level, AND:

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.
- 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; 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.

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**SPECIAL REQUIREMENTS**

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1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

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|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing  | <input checked="" type="checkbox"/> running          | <input checked="" type="checkbox"/> lifting, 75 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning  |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 75 lbs | <input type="checkbox"/> tasting               | <input checked="" type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 75 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing  |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 75 lbs  | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

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*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.