



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Department Organization		
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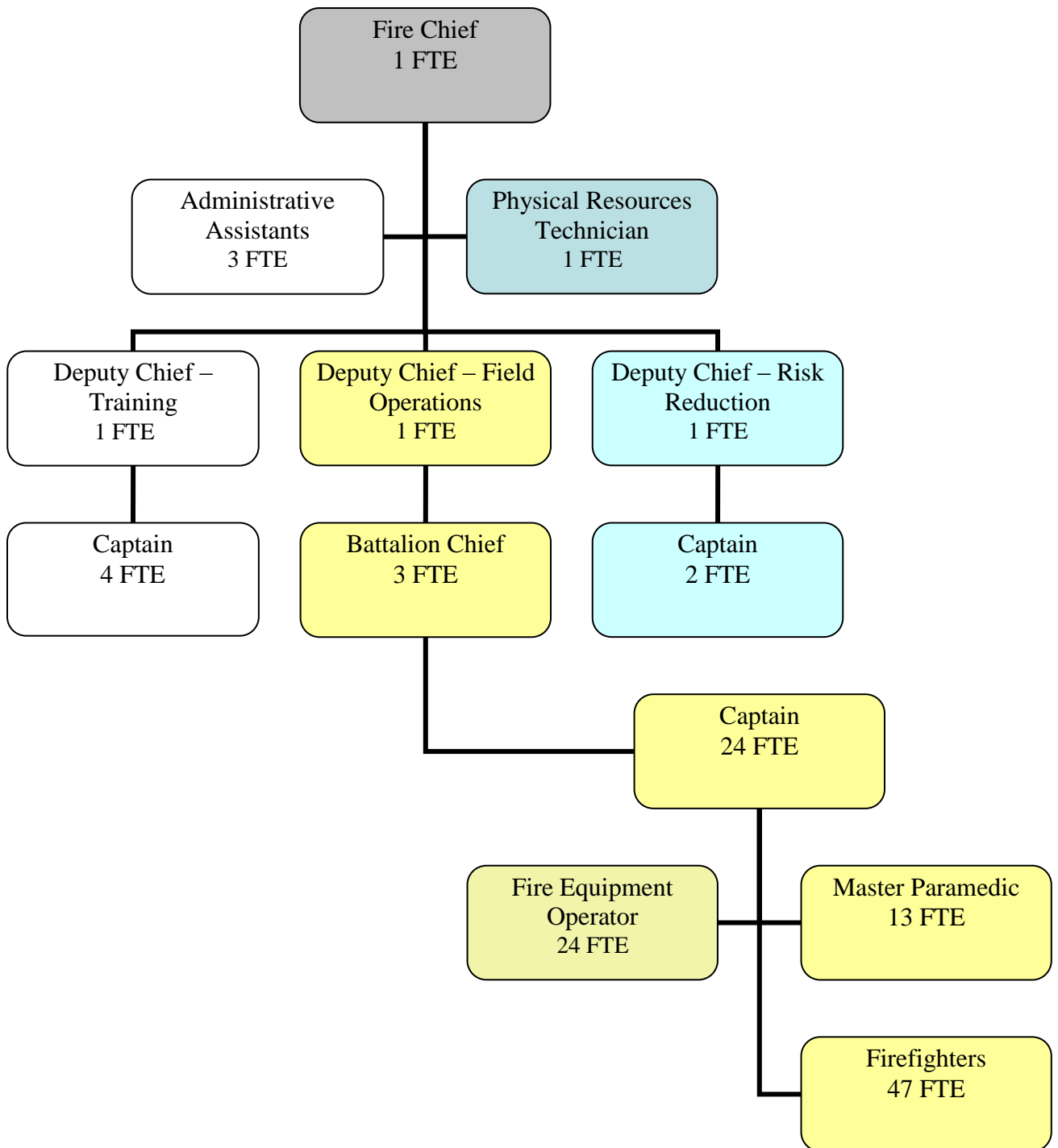
### PURPOSE

Because of the complex nature of fire department management, it is necessary to establish working responsibilities and orientation with various stakeholders.

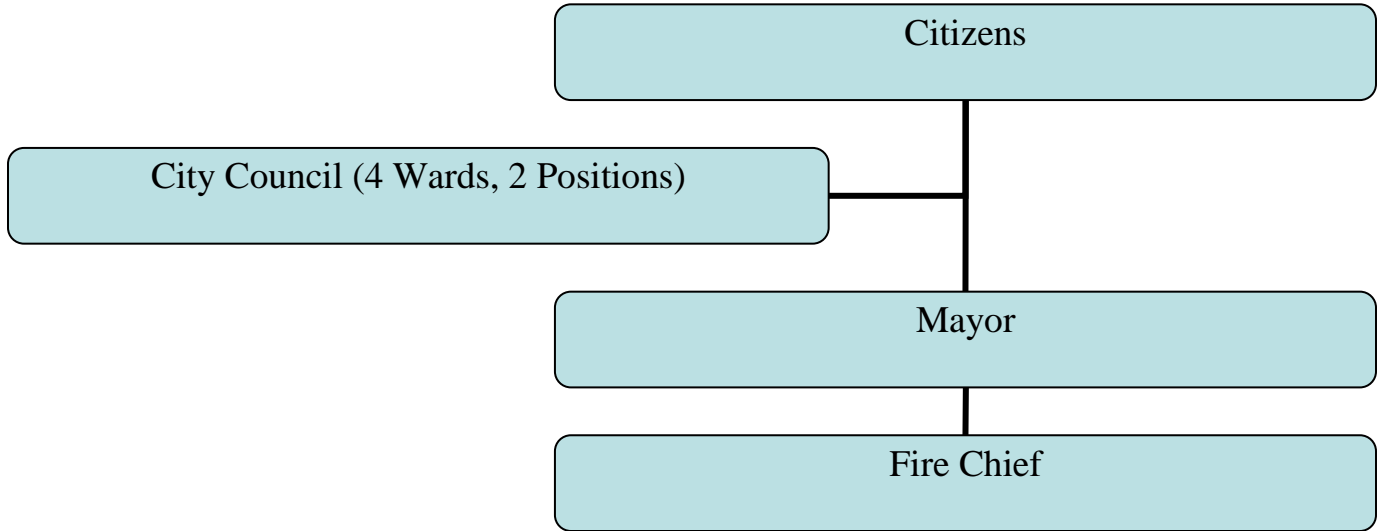
### POLICY

#### 1. Organizational Chart

Below is the adopted organizational chart for the Rogers Fire Department.



Below is the adopted organizational chart for the City of Rogers.



## 2. Organizational Meetings

The department will strive to have productive and systematic meetings with various stakeholders to ensure effective operations. Meetings shall occur as follows:

- A. Command Staff – Weekly
- B. Company Officers – Monthly
- C. Entire Department (3 Shifts, 3 Days) – Quarterly
- D. Mutual Aid Departments – Biannually
- E. Battalion Chiefs and Substitute Tour Commanders - Biannually

## 3. Job Descriptions

**(See Below)**

### **3A - Chief**

#### **Definition:**

Under general direction of the Mayor, to plan, direct, supervise and coordinate the operations of the Fire Department in preventing and extinguishing fires, delivering emergency medical services, performing rescues, mitigating hazardous materials emergencies, and in protecting life and property; to provide highly responsible and technical staff assistance to the Mayor, City Council and operating departments; to perform related work as required.

#### **Typical Duties:**

Plan, organize, direct, coordinate and, as necessary, participate in all activities of the Fire Department; develop and maintain rules and procedures for fire prevention and firefighting personnel; direct investigations to determine cause and origin of fires and assist in the prosecution of arsonists; direct the enforcement of Federal, State and local fire codes and regulations; direct the formulation and implementation of in-service training; respond to media as key department spokesperson; confer with agents of other governmental jurisdictions, with the Insurance Services Office; provide disaster response coordination; supervise the requisition, maintenance and operation of firefighting equipment; make regular and special reports of departmental activities to the Mayor; keep abreast of new developments in firefighting, fire prevention, training and administration; prepare and administer the department budget; represent the City in the community and at professional meetings as required; direct the maintenance of records of fire calls and fire losses; supervise, train and evaluate assigned staff; operate department computers; perform related assignments as necessary.

#### **Tools and Equipment Used:**

Command vehicles, fire apparatus, personal protective equipment, and other standard firefighting, hazardous materials response, and rescue equipment, first aid equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk, sometimes on uneven surfaces; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, sometimes in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

Work is performed primarily in office, vehicles, and outdoor settings, in all

weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils and combating hazardous materials emergencies. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Principles and practices of modern firefighting and fire prevention practices; laws, ordinances, rules and codes affecting the activities of the Fire Department; principles and practices of organization, administration, budget and personnel management; principles and techniques of modern first aid, rescue and resuscitation; geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations of the City of Rogers.

Ability to: Plan, formulate and administer sound departmental policies and procedures; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative relationships with subordinates, other City officials and the public; understand and relate fire problems and priorities with overall City objectives; prepare and administer the departmental budget; oversee purchasing; assure inventory control.

### **3B- Deputy Chief**

Under general direction of the Fire Chief, to plan, supervise, and coordinate the activities and personnel of a Fire Department Division or Bureau; to perform the role of Department Command/Duty Chief; to provide highly responsible and technical staff assistance; to provide leadership in accomplishing fire suppression, rescue, hazardous materials response, fire prevention, training, and safety goals of the Department; and to serve as Acting Fire Chief in the absence of the Fire Chief.

#### **Typical Duties:**

Command fire department resources on all types of emergencies, including the most complex fires, rescues, and hazardous materials incidents; research and recommend Department policy; plan, organize, schedule, and conduct fire training; develop specifications and assist in the procurement of emergency apparatus and equipment; assist in site selection and design of Fire Department facilities; research and assist in design of Department dispatch, communications, and computer systems; supervise the maintenance of departmental administrative, inspection, training, and safety records; conduct drills and inspections; coordinate specialized skills such as hazardous materials, aircraft rescue firefighting, rescue, emergency medical services, and critical incident stress; serve as Fire Department Health and Safety Officer; supervise and evaluate assigned staff; coordinate Fire Department activities with other City, County, State, and Federal agencies; supervise Department personnel, procurement, budget, and accounting activities; coordinate the maintenance of Fire Department vehicles and facilities; perform related assignments as necessary. This position may be subject to emergency recall during non-working hours.

#### **Tools and Equipment Used:**

Various fire apparatus or command vehicles, fire pumps, personal protective equipment, hoses and other standard firefighting equipment, hazardous materials response, and rescue equipment, ladders, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk, sometimes on uneven surfaces; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, and during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and combating hazardous materials emergencies.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Standards, principles, practices, and procedures of modern fire suppression, emergency medical services, rescue, and hazardous materials response and organization; operation and maintenance of fire and rescue apparatus; geography, demographics, building types, water supply, and special hazards in the City of Rogers; Federal, State, and local laws, regulations, and codes pertaining to fire prevention, emergency services, and worker safety standards; methods and techniques of fire service training; operation and maintenance of fire and rescue apparatus and equipment; principles and practices of public administration including organization, fiscal affairs, and personnel management; and basic computer applications.

Ability to: Efficiently and effectively utilize personnel, equipment, and apparatus in routine and emergency situations; develop and implement training and fire safety and prevention programs; maintain and improve discipline and morale; receive respect and support of subordinates; communicate clearly and concisely, both orally and in writing; establish and maintain effective and cooperative working relationships with other City staff, other agencies, the media, and the general public; be appointed a peace officer if required.

### **3C - Battalion Chief**

#### **Definition:**

Under general direction of the Fire Chief, to plan, supervise, and coordinate the activities and personnel of a Fire Department Shift; to perform the role of Department Command; to provide highly responsible and technical staff assistance; to provide leadership in accomplishing fire suppression, rescue, hazardous materials response, fire prevention, training, and safety goals of the Department.

#### **Typical Duties:**

Command fire department resources on all types of emergencies, including the most complex fires, rescues, and hazardous materials incidents; supervise the maintenance of departmental administrative, inspection, training, and safety records; conduct drills and inspections; coordinate specialized skills such as hazardous materials, aircraft rescue firefighting, rescue, emergency medical services, and critical incident stress; supervise and coordinate station duties and assignments; supervise and evaluate assigned staff; coordinate Fire Department activities with other City, County, State, and Federal agencies; supervise Department personnel, procurement, budget, and accounting activities; coordinate the maintenance of Fire Department vehicles and facilities; serve as a peace officer if assigned; perform related assignments as necessary. This position may be subject to emergency recall during non-working hours.

#### **Tools and Equipment Used:**

Various fire apparatus or command vehicles, fire pumps, personal protective equipment, hoses and other standard firefighting equipment, hazardous materials response, and rescue equipment, ladders, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk, sometimes on uneven surfaces; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, and during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors,



fumes, chemicals, liquid chemicals, solvents and oils, and combating hazardous materials emergencies.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Standards, principles, practices, and procedures of modern fire suppression, emergency medical services, rescue, and hazardous materials response and organization; operation and maintenance of fire and rescue apparatus; geography, demographics, building types, water supply, and special hazards in the City of Rogers; Federal, State, and local laws, regulations, and codes pertaining to fire prevention, emergency services, and worker safety standards; operation and maintenance of fire and rescue apparatus and equipment; principles and practices of public administration including organization, fiscal affairs, and personnel management; and basic computer applications.

Ability to: Efficiently and effectively utilize personnel, equipment, and apparatus in routine and emergency situations; maintain and improve discipline and morale; receive respect and support of subordinates; communicate clearly and concisely, both orally and in writing; establish and maintain effective and cooperative working relationships with other City staff, other agencies, the media, and the general public.



### **3D – Captain – Fire Prevention**

#### **Definition:**

Under general supervision, to assist in the implementation of a community oriented fire prevention and life safety program; Performs plan reviews on fire protection systems; investigate fire cause; enforce fire laws; participate in firefighting, emergency medical services, rescue and hazardous materials response as required; and to perform related work as required.

#### **Typical Duties:**

Investigate fires and fire-related incidents; enforce all fire prevention laws and ordinances; compile evidence, interview witnesses, and assist in the prosecution of persons charged with violation of fire prevention laws and fire-related criminal matters; perform inspections of properties to determine degree of compliance with fire laws and ordinances and development requirements; may occasionally supervise others; obtain compliance with applicable codes and ordinances; attend meetings as directed; instruct fire personnel in fire prevention techniques; operate Fire Department computers; subject to emergency recall during non-duty hours; respond to fires or other emergencies as directed; perform related duties as required.

#### **Tools and Equipment Used:**

Vehicle, radio, pager, personal computer, calculator, phone, standard firefighting, hazardous materials response, and rescue equipment, personal protective equipment emergency medical equipment.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside weather conditions ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate except on emergencies where it may be loud.

**Desired Qualifications:**

Knowledge of: Principles, practices, and procedures of modern firefighting, rescue, emergency medical services and hazardous materials response; geography, types of building construction, water supply and major fire hazards of the City of Rogers, NFPA Standards, State fire, building, and mechanical codes and local laws; regulations and codes pertaining to fire suppression and prevention; principles of combustion, hydraulics, and building construction; characteristics of flammable liquids and gases; methods of fire origin and cause determination.

Ability to: Implement effective fire safety and prevention measures; enforce fire safety regulations firmly and effectively; communicate clearly and concisely both orally and in writing; conduct fire inspections; establish and maintain effective cooperative relationships with other City employees and resolve issues with contractors, business owners and the general public in a professional manner.

### **3E – Captain – Field Operations**

#### **Definition:**

Under general supervision, to perform supervisory and technical work in routine and emergency operations of the Fire Department; to supervise, coordinate and inspect personnel and equipment as assigned; to perform related work as required.

#### **Typical Duties:**

Plan and execute work assignments of fire station personnel on an assigned shift; operate and train others in the operation of fire apparatus; conduct drills and training and assist in the conduct of such programs; respond to emergencies as a commanding officer and assume responsibility for the supervision, performance and safety of assigned firefighting personnel; ensure required staffing of apparatus; direct incident operations until relieved by a superior officer; supervise, inspect, and assist in the maintenance of fire station facilities, equipment and apparatus; supervise and assist in firefighting, hazardous materials response and rescue situations; supervise and assist in administering emergency medical service and basic life support at the scene of an emergency; make reports and maintain records of incidents; supervise and participate in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances; assist in planning and conducting City-wide fire prevention and other departmental programs; supervise, train and evaluate assigned staff; operate station computers; conduct peer counseling; may investigate incidents; subject to emergency recall during non-duty hours; perform related assignments as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other firefighting, hazardous materials response and rescue equipment, ladders, personal protective equipment, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces and/or in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions ranging from below freezing to in excess of 100 degrees of

Fahrenheit, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Principles, practices and procedures of modern firefighting, rescue, hazardous materials rescue, fire investigation, and fire prevention; rules and regulations of the City of Rogers Fire Department; operation and maintenance of firefighting apparatus and equipment; geographical relationships of streets, hydrants, building and fire facilities within the City; Emergency Medical Technician skills; principles of combustion and hydraulics; incident command systems; principles and practices of supervision, training and performance evaluation.

Ability to: Perform all the duties of a firefighter; communicate clearly and concisely, both orally and in writing; supervise and coordinate subordinates in an efficient and effective manner; operate apparatus and equipment used in modern firefighting and rescue activities; conduct thorough fact finding inspections and investigations; plan and conduct fire/rescue training and drills; establish and maintain cooperative working relationships with subordinates, superiors, other City employees and the general public; supervise, train and evaluate assigned personnel, maintain certification in Cardiopulmonary Resuscitation and as an Emergency Medical Technician including operation of an Automatic External Heart Defibrillator.

### **3F - Captain – Emergency Medicine**

#### **Definition:**

Under general supervision, to perform supervisory and technical work in routine and emergency operations of the Fire Department; to supervise, coordinate and inspect personnel and equipment as assigned; to perform related work as required.

#### **Typical Duties:**

This position is responsible for the development, implementation and evaluation of all medical aspects and standards of the Rogers Fire Department emergency medical system, in consultation with the Fire Chief.; Establishes system wide medical protocols, provides for the continuous review and improvement of medical protocols, establishes and conducts an effective system audit and quality assurance review, attends the quality assurance board meetings held on the second Friday of each month, supervises the controlled medicines inventory management; maintains medical supplies inventory and equipment respond to emergencies as a commanding officer and assume responsibility for the supervision, performance and safety of assigned firefighting personnel; ensure required staffing of apparatus; direct incident operations until relieved by a superior officer; supervise, inspect, and assist in the maintenance of fire station facilities, equipment and apparatus; supervise and assist in firefighting, hazardous materials response and rescue situations; supervise and assist in administering emergency medical service and basic life support at the scene of an emergency; make reports and maintain records of incidents; supervise and participate in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances; assist in planning and conducting City-wide fire prevention and other departmental programs; supervise, train and evaluate assigned staff; operate station computers; conduct peer counseling; may investigate incidents; subject to emergency recall during non-duty hours; perform related assignments as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other firefighting, hazardous materials response and rescue equipment, ladders, personal protective equipment, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces and/or in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision

abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions ranging from below freezing to in excess of 100 degrees of Fahrenheit, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Principles, practices and procedures of modern firefighting, rescue, hazardous materials rescue, fire investigation, and fire prevention; rules and regulations of the City of Rogers Fire Department; operation and maintenance of firefighting apparatus and equipment; geographical relationships of streets, hydrants, building and fire facilities within the City; Experience in and current knowledge of emergency care of patients who are acutely ill or traumatized. Actively involved in training of pre-hospital personnel. Active involvement in the medical audit, review and critique of medical care provided by pre-hospital personnel. Knowledge of the administrative and legislative process affecting the local, regional and state pre-hospital emergency medical systems. Knowledge of and access to local mass casualty incidents and plans

Ability to: Perform all the duties of a firefighter; communicate clearly and concisely, both orally and in writing; supervise and coordinate subordinates in an efficient and effective manner; operate apparatus and equipment used in modern firefighting and rescue activities; conduct thorough fact finding inspections and investigations; plan and conduct fire/rescue training and drills; establish and maintain cooperative working relationships with subordinates, superiors, other City employees and the general public; supervise, train and evaluate assigned personnel, maintain certification in Cardiopulmonary Resuscitation and as an Emergency Medical Technician including operation of an Automatic External Heart Defibrillator.



### **3G - Captain – Training Division**

#### **Definition:**

Under general supervision, to perform supervisory and technical work in routine and emergency operations of the Fire Department; to supervise, coordinate and inspect personnel and equipment as assigned; to perform related work as required.

#### **Typical Duties:**

This position is responsible for the development, implementation and evaluation of various training programs and initiatives for the Rogers Fire Department, in consultation with the Fire Chief and various members of command staff.; Establishes minimum standards and evaluation systems, provides for the continuous review and improvement of the training system, establishes and conducts training classes as directed and needed, attends training committee meetings and other applicable training sessions, responds to emergencies as a commanding officer and assumes responsibility for the supervision, performance and safety of assigned firefighting personnel; ensure required staffing of apparatus; direct incident operations until relieved by a superior officer; supervise, inspect, and assist in the maintenance of fire station facilities, equipment and apparatus; supervise and assist in firefighting, hazardous materials response and rescue situations; supervise and assist in administering emergency medical service and basic life support at the scene of an emergency; make reports and maintain records of incidents; supervise and participate in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances; assist in planning and conducting City-wide fire prevention and other departmental programs; supervise, train and evaluate assigned staff; operate station computers; conduct peer counseling; may investigate incidents; subject to emergency recall during non-duty hours; perform related assignments as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other firefighting, hazardous materials response and rescue equipment, ladders, personal protective equipment, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces and/or in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions ranging from below freezing to in excess of 100 degrees of Fahrenheit, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

**Desired Qualifications:**

Knowledge of: Principles, practices and procedures of modern firefighting, rescue, hazardous materials rescue, fire investigation, and fire prevention; rules and regulations of the City of Rogers Fire Department; operation and maintenance of firefighting apparatus and equipment; geographical relationships of streets, hydrants, building and fire facilities within the City; Experience in and current knowledge of emergency care of patients who are acutely ill or traumatized. Actively involved in training of pre-hospital personnel. Active involvement in the medical audit, review and critique of medical care provided by pre-hospital personnel. Knowledge of the administrative and legislative process affecting the local, regional and state pre-hospital emergency medical systems. Knowledge of and access to local mass casualty incidents and plans

Ability to: Perform all the duties of a firefighter; communicate clearly and concisely, both orally and in writing; supervise and coordinate subordinates in an efficient and effective manner; operate apparatus and equipment used in modern firefighting and rescue activities; conduct thorough fact finding inspections and investigations; plan and conduct fire/rescue training and drills; establish and maintain cooperative working relationships with subordinates, superiors, other City employees and the general public; supervise, train and evaluate assigned personnel, maintain certification in Cardiopulmonary Resuscitation and as an Emergency Medical Technician including operation of an Automatic External Heart Defibrillator.

### **3I – Master Paramedic / Firefighter**

#### **Definition:**

Under general supervision, to engage in firefighting, emergency medical services, field training of emergency medicine, rescue, hazardous materials response, and fire prevention activities in order to protect life and property; to operate and maintain firefighting equipment and apparatus; to provide emergency medical services; to maintain fire facilities; to perform related work as required.

Additionally, a Master Paramedic/Firefighter must respond to medical emergencies and provide advanced life support pre-hospital care to victims of injury or illness. A Master Paramedic/ Firefighter is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from on-line and off-line medical directors.

#### **Typical Duties:**

Respond to all fire alarms with designated equipment; connect and appropriately place fire hose lines; enter burning buildings with hose lines; operate nozzles to direct the stream of water on fire surfaces; raise, lower and climb ladders; assist in overall salvage operations; carry and operate chemical fire extinguishers; performs complex diagnostic and medical procedures such as intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of drugs; comprehends and documents patient histories; checks drugs and equipment daily to ensure proper control and inventory; drives and maintain fire apparatus; clean and test equipment; perform basic maintenance of vehicles; operate radio-telephone equipment as required; clean and maintain station facilities and quarters; explain Fire Department rules, regulations and procedures; explain fire hazards, firefighting techniques, fire codes and related subjects; conduct fire prevention inspections and programs; participate in fire drills and training exercises; may be required to act as apparatus operator and driver when assigned; assist in identifying hazardous materials and mitigating such emergencies; subject to emergency recall during non-duty hours; operate fire station computers; performs related duties as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other standard firefighting, hazardous materials response and rescue equipment, emergency medical equipment, ladders, first aid equipment, personal protection equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to

finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or larger with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee regularly works in outside weather conditions in temperatures ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

**Desired Qualifications:** Knowledge of: Basic principles, practices and purposes of fire, rescue, hazardous materials, and emergency medical services at the emergency medical technician level. Must maintain state-mandated continuing education requirements, including current American Heart Association (AHA) certification in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), or equivalent. Certification and clearance as a preceptor for the paramedic program field training.

**Ability to:**

Understand and act in accordance with Fire Department rules and instructions; demonstrate physical endurance, agility and strength in accordance with established standards; demonstrate a high degree of mechanical aptitude in the operation and maintenance of firefighting equipment; learn firefighting techniques and the operation of fire apparatus; learn emergency medical and rescue techniques; obtain Cardiopulmonary Resuscitation and Emergency Medical Technician certification; learn layout of City streets, buildings, hydrants and fire hazards; analyze fire and driving situations and employ effective courses of action; think and act quickly and appropriately in emergency situations; apply emergency medical treatment; drive and operate fire equipment as necessary; understand and follow oral and written instructions; deal effectively and courteously with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **3I - Firefighter/Paramedic**

#### **Definition:**

Under general supervision, to engage in firefighting, emergency medical services, rescue, hazardous materials response, and fire prevention activities in order to protect life and property; to operate and maintain firefighting equipment and apparatus; to provide emergency medical services; to maintain fire facilities; to perform related work as required.

Additionally, a Paramedic/Firefighter must respond to medical emergencies and provide advanced life support pre-hospital care to victims of injury or illness. A Paramedic/ Firefighter is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from on-line and off-line medical directors.

#### **Typical Duties:**

Respond to all fire alarms with designated equipment; connect and appropriately place fire hose lines; enter burning buildings with hose lines; operate nozzles to direct the stream of water on fire surfaces; raise, lower and climb ladders; assist in overall salvage operations; carry and operate chemical fire extinguishers; performs complex diagnostic and medical procedures such as intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of drugs; comprehends and documents patient histories; checks drugs and equipment daily to ensure proper control and inventory; drives and maintain fire apparatus; clean and test equipment; perform basic maintenance of vehicles; operate radio-telephone equipment as required; clean and maintain station facilities and quarters; explain Fire Department rules, regulations and procedures; explain fire hazards, firefighting techniques, fire codes and related subjects; conduct fire prevention inspections and programs; participate in fire drills and training exercises; may be required to act as apparatus operator and driver when assigned; assist in identifying hazardous materials and mitigating such emergencies; subject to emergency recall during non-duty hours; operate fire station computers; performs related duties as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other standard firefighting, hazardous materials response and rescue equipment, emergency medical equipment, ladders, first aid equipment, personal protection equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or larger with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee regularly works in outside weather conditions in temperatures ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

**Desired Qualifications:** Knowledge of: Basic principles, practices and purposes of fire, rescue, hazardous materials, and emergency medical services at the emergency medical technician level. Must maintain state-mandated continuing education requirements, including current American Heart Association (AHA) certification in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), or equivalent.

**Ability to:**

Understand and act in accordance with Fire Department rules and instructions; demonstrate physical endurance, agility and strength in accordance with established standards; demonstrate a high degree of mechanical aptitude in the operation and maintenance of firefighting equipment; learn firefighting techniques and the operation of fire apparatus; learn emergency medical and rescue techniques; obtain Cardiopulmonary Resuscitation and Emergency Medical Technician certification; learn layout of City streets, buildings, hydrants and fire hazards; analyze fire and driving situations and employ effective courses of action; think and act quickly and appropriately in emergency situations; apply emergency medical treatment; drive and operate fire equipment as necessary; understand and follow oral and written instructions; deal effectively and courteously with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **3J – Fire Equipment Operator**

#### **Definition:**

Under general supervision to safely drive, operate, maintain, and provide minor repairs to various fire apparatus; to operate and maintain firefighting, rescue, and emergency medical equipment; to engage in firefighting, emergency medical services, rescue, hazardous materials response, and fire prevention activities; to maintain fire facilities, to perform other work as required.

#### **Typical Duties:**

Drive and operate fire equipment; maintain fire apparatus and other emergency vehicles; respond to incidents and select the most direct route to the incident; lay hose lines and operate engine pumping equipment as required; operate nozzles to direct stream of water on fire; assist in overhaul and salvage operations; respond to rescue calls and administer emergency medical treatment; assist in identifying hazardous materials and mitigating such emergencies; operate radio-telephone equipment; inspect equipment, perform lubrication, make minor adjustments and repairs, and maintain fuel and oil supply; wash and test fire hoses; clean station quarters and equipment and maintain a clean and orderly condition in and about the fire house; study Fire Department rules and regulations, fire hazards, and firefighting and rescue techniques; participate in fire drills and training exercises; conduct fire prevention inspection and education programs; prepare reports with respect to equipment maintenance and work operations; instruct fire personnel in the operation and maintenance of fire and rescue equipment; operate station computers; subject to emergency recall during non-duty hours; may be required to act as a Fire Captain when assigned; perform related duties as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other firefighting, hazardous materials response, and rescue equipment and personal protective equipment, ladders, emergency medical equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or in confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside

weather conditions ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

**Desired Qualifications:**

Knowledge of: The Rogers street system, Rogers fire hydrant locations; operational characteristics of all Rogers fire equipment and apparatus; Emergency Medical Technician skills; rules, regulations and procedures of the Rogers Fire Department; firefighting, rescue, and hazardous materials response methods and techniques; incident command system.

Ability to: Effectively perform all duties and have the abilities assigned to the Firefighter class; effectively operate and maintain all firefighting equipment and apparatus utilized by the Rogers Fire Department, maintain certification as an Emergency Medical Technician.



### **3K - Firefighter**

#### **Definition:**

Under general supervision, to engage in firefighting, emergency medical services, rescue, hazardous materials response, and fire prevention activities in order to protect life and property; to operate and maintain firefighting equipment and apparatus; to provide emergency medical services; to maintain fire facilities; to perform related work as required.

#### **Typical Duties:**

Respond to all fire alarms with designated equipment; connect and appropriately place fire hose lines; enter burning buildings with hose lines; operate nozzles to direct the stream of water on fire surfaces; raise, lower and climb ladders; assist in overall salvage operations; carry and operate chemical fire extinguishers; render emergency medical treatment; drive and maintain fire apparatus; clean and test equipment; perform basic maintenance of vehicles; operate radio-telephone equipment as required; clean and maintain station facilities and quarters; explain Fire Department rules, regulations and procedures; explain fire hazards, firefighting techniques, fire codes and related subjects; conduct fire prevention inspections and programs; participate in fire drills and training exercises; may be required to act as apparatus operator and driver when assigned; assist in identifying hazardous materials and mitigating such emergencies; subject to emergency recall during non-duty hours; operate fire station computers; performs related duties as necessary.

#### **Tools and Equipment Used:**

Various fire apparatus, fire pumps, hoses, and other standard firefighting, hazardous materials response and rescue equipment, emergency medical equipment, ladders, first aid equipment, personal protection equipment, radio, pager, personal computer, phone.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or confined spaces; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or larger with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside weather conditions in temperatures ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to

wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

**Desired Qualifications:**

Knowledge of: Basic principles, practices and purposes of fire, rescue, hazardous materials, and emergency medical services at the emergency medical technician level.

Ability to: Understand and act in accordance with Fire Department rules and instructions; demonstrate physical endurance, agility and strength in accordance with established standards; demonstrate a high degree of mechanical aptitude in the operation and maintenance of firefighting equipment; learn firefighting techniques and the operation of fire apparatus; learn emergency medical and rescue techniques; obtain Cardiopulmonary Resuscitation and Emergency Medical Technician certification; learn layout of City streets, buildings, hydrants and fire hazards; analyze fire and driving situations and employ effective courses of action; think and act quickly and appropriately in emergency situations; apply emergency medical treatment; drive and operate fire equipment as necessary; understand and follow oral and written instructions; deal effectively and courteously with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **3L - Emergency Management Coordinator**

#### **Definition:**

Under general supervision of the Fire Chief, an administrative civilian position whose primary duties included developing, implementing and planning of the local emergency management program in coordination with the county emergency management program. The Emergency Management Coordinator will also coordinate response to actual disasters/emergencies, the logistics of county/state/federal field teams and survey teams, mitigation requests, and disaster assistance centers; and performs related work as assigned.

#### **Typical Duties:**

Prepares applications for state and federal financial assistance. Represents the City in conferences with county, state, federal emergency management agencies/representatives. Conducts and maintains a City Hazard Vulnerability Assessment. Conducts and maintains a City Mitigation Plan; participates in the County's Local Mitigation Strategy efforts. Develops and maintains a Risk Communication Program; prepares informational material for dissemination to the public. Develops and maintains a City Comprehensive Emergency Management Plan; tests the plan. Develops and maintains a City Emergency Operations Center (EOC); develops and maintains an EOC Operations Manual and EOC Staff Procedures and Actions Guides; trains EOC staff in operational procedures. Develops and maintains a system of warning the public. Maintains an inventory of available manpower, equipment, supplies, and resources available from other sources. Develops and maintains a City Continuity of Operations Plan (COOP); encourages development of City department level COOP Plans. Assists City departments with developing emergency procedures. Coordinates and provides training for elected/public officials, department, agency, organization heads, emergency responders, government employees, volunteers, business and industry. Meets with interested groups to explain the emergency management program and to enlist their support and cooperation. Recruits, organizes, trains, and exercises volunteers to provide and augment special services in time of emergency. Directs planning and conducting of local tests and exercises. Manages the city's storm warning sirens, including location development and coordination of maintenance. Develops and maintains a damage assessment program. Prepares and edits necessary reports. Conducts special projects as assigned.

#### **Tools and Equipment Used:**

Vehicle, radio, personal computer, calculator, phone and personal protective equipment.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch,

or crawl on uneven surfaces or in confined spaces; and taste or smell. The employee must frequently lift and/or move up to 25 pounds.

**Work Environment:**

While performing the duties of this job, the employee will occasionally work in outside weather conditions ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate except on emergencies where it may be loud.

**Desired Qualifications:**

Knowledge of: Community relations activities and emergency management programs. Principles and technical requirements of available emergency management and resources. Civil defense programs. Emergency response and safety precautions during natural, chemical and nuclear emergencies. Budget processes. Fire and Police Department procedures and operations.

Ability to: Develop emergency response plans and exercises. Direct emergency service and communications programs involving multiple City departments and outside agencies. Develop bid specifications for Emergency Management projects. Develop policies and procedures for Emergency Management. Assign and direct the work activities of assigned personnel. Communicate effectively, both orally and in writing. Remain calm and determine effective emergency services needed for any situation. Compose and maintain clear and accurate records and prepare reports and logs.

### **3M – Physical Resources Technician**

#### **Definition:**

Under general supervision of the Fire Chief and coordination with the on-duty Battalion Chief, this position is responsible for conducting preventative maintenance and emergency repairs of department apparatus, property, and equipment. The work involves instituting, planning, and managing a regularly scheduled preventative maintenance program. This position will require considerable mental aptitude, skills, and knowledge of generally accepted emergency vehicle maintenance and repair principles and practices.

#### **Typical Duties:**

The Physical Resources Technician (PRT) will coordinate and conduct maintenance and repair activities with guidance and direction of Command Staff. Additionally, the PRT will assist and train Firefighter-Driver/Operators in “operator level” maintenance of apparatus. The PRT also works in coordination with outside maintenance facilities for contract maintenance and repairs deemed beyond the scope and capabilities of the position. The PRT will also assist the Fire Chief with recommendations for apparatus replacement schedules. The position works under the direct supervision of the Fire Chief and coordinates with the three Citywide Tour Commanders (Battalion Chiefs) for scheduled maintenance and emergency repair of apparatus and equipment.

#### **Tools and Equipment Used:**

A variety of tools on a daily basis including personal computer, phone diagnostic tools, wrenches, screwdrivers, pliers, hoists, grinders, personal protection equipment lathes and welding equipment as well as pneumatic and power tools.

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl on uneven surfaces or confined spaces.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 175 pounds or larger with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside weather conditions in temperatures ranging from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain repair activities when noise levels may be loud.

**Desired Qualifications:**

**Knowledge of:** mechanic and apparatus management principles and practices, vehicle and equipment maintenance, repair and preventative maintenance programs specifically related to emergency services, technical training and education beyond a high school level in automotive/diesel, and motor vehicle operation rules and laws at the State, Federal and local level.

**Ability to:** Understand and act in accordance with Fire Department rules and instructions, operate department computer software programs.; recognize and identify issues that need to be addressed and to take appropriate corrective action or make needed recommendations through supervisor, read and interpret highly technical written materials, plan and schedule work and adhere to work schedule, utilize complex diagnostic tools and technologies and to apply to effective delivery of maintenance, prepare concise and accurate oral and written reports and deliver to supervisor, understand and follow oral and written instructions; deal effectively and courteously with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **3N – Administrative Assistant (Specific Assignments Vary)**

#### **Definition:**

Under general supervision of the Fire Chief, this position is responsible for conducting general clerical and administrative tasks for the department. The work involves planning, program management, and critical thinking to manage human resources, payroll, ambulance billing, training records, auditing, and other special projects as assigned.

#### **Typical Duties:**

The Administrative Assistant will coordinate and conduct all administrative operations of the department, including data entry, payroll, ambulance billing, human resource management, and other clerical duties and projects.

#### **Tools and Equipment Used:**

Computer, conventional office machines, and specialized software programs

#### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is frequently required to walk and use hands. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl to facilitate office needs. The employee is regularly required to use hands to finger, handle or feel. Occasionally the employee may be required to sit,; climb or balance; stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in inside in climate controlled conditions. The noise level in the work environment is usually low.

#### **Desired Qualifications:**

**Knowledge of:** billing and medicare coding as well as modern office best practices and payroll functions.

**Ability to:** Understand and act in accordance with Fire Department rules and instructions, operate department computer software programs.; recognize and identify issues that need to be addressed and to take appropriate corrective action or make needed recommendations through supervisor, read and interpret highly technical written materials, plan and schedule work and adhere to work schedule, utilize complex software and billing programs, prepare concise and accurate oral and written reports and deliver to supervisor, understand and

follow oral and written instructions; deal effectively and courteously with the general public; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.