

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FIRE/CRASH RESCUE SUPERVISOR

JOB DESCRIPTION

Employees in this job serve as supervisors responsible for a shift of subordinate Fire/Crash Rescue Officers at a military airfield.

There is one classification in this job.

Position Code Title – Fire/Crash Rescue Supervisor-1

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This is the first-line supervisor. The employee directs and participates in fire/crash rescue activities in an airfield environment. Work is performed under general supervision and requires knowledge of fire/crash rescue methods and procedures as they pertain to a military airfield. The employee exercises independent judgment to adapt and apply the guidelines to specific situations. The work also requires knowledge of supervisory techniques, and personnel policies and procedures.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Insures readiness of personnel and equipment.

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Determines needs and orders fire fighting equipment.

Assists superiors in development of policies and procedures.

Positions fire/crash rescue equipment.

Provides fire prevention services.

Performs lifesaving, first aid and cardiopulmonary resuscitation techniques.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of the principles of human relations.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of equal employment practices.

Considerable knowledge of fire fighting/crash rescue techniques and operation of fire fighting/ rescue equipment in an airfield environment.

Considerable knowledge of aircraft weapons, munitions, and explosive fire fighting tactics, including knowledge of fuel types/characteristics and chemical spills.

Considerable knowledge of aircraft egress systems, structure, and aircraft characteristics.

Considerable knowledge of aircraft and aircraft communications.

Considerable knowledge of fire detection and suppression systems.

Considerable knowledge of building design and constructions codes for fire safety.

Ability to perform competently during emergency and hazardous situations.

Ability to conduct fire safety inspections of base property and equipment.

Ability to communicate information in a clear and distinct manner.

Ability to perform advanced first aid and CPR.

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Ability to operate fire fighting/crash rescue equipment.

Ability to perform fire fighting/crash rescue activities.

Ability to maintain records and prepares reports.

Ability to plan, organize, and supervise the work of others.

Ability to establish priorities and coordinate shift activities with other fire departments and agencies.

Ability to perform strenuous tasks requiring muscular strength, coordination, and endurance.

Working Conditions

Some jobs require an employee to operate fire fighting/crash rescue equipment.

Some jobs require an employee to perform advanced first aid and CPR.

Physical Requirements

The job duties require an employee to perform strenuous tasks requiring muscular strength, coordination, and endurance.

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience related to fire/crash rescue methods and procedures as they relate to military aircraft and munitions, including one year of experience equivalent to a Fire/Crash Rescue Officer 10 or two years of experience equivalent to a Fire/Crash Rescue Officer E9.

Special Requirements, Licenses, and Certifications

Meet necessary physical and mental standards in accordance with the National Fire Protection Association (NFPA) 1003, and NFPA 1582.

U. S. Government security clearance.

Military driver's license.

Valid driver's license and the ability to obtain a Michigan driver's license.

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Successful completion and certification of the Training Council's Fire Fighting I course (including the obstacle course segment) or an equivalent training program certified by the Michigan Fire Fighters Training Council.

Some positions within this classification may be assigned to job duties that require the incumbent to possess the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FIRCRSSPV

Job Code Description

Fire/Crash Rescue Supervisor

Position Title

Fire/Crash Rescue Supervisor-1

Position Code

FIRCSPV1

Pay Schedule

NERE-053

ECP Group 3
Revised 6/1/06
TeamLeaders