

## **NOBLESVILLE FIRE DEPARTMENT – RULES & REGULATIONS**

**EFFECTIVE:** OCTOBER 4, 2019  
**RR#:** 4.6  
**SECTION:** JOB DESCRIPTION – DIVISION CHIEF/SAFETY OFFICER/TRAINING DIVISION  
**POSITION:** DIVISION CHIEF/SAFETY OFFICER/TRAINING DIVISION  
**DEPARTMENT:** FIRE  
**WORK SCHEDULE:** 40 HOUR WEEK AS ASSIGNED BY FIRE CHIEF  
**JOB CATEGORY:** P.O.L.E. (Protective Occupations, Law Enforcement)

**STATUS:** FULL-TIME                      **FLSA STATUS:** NON-EXEMPT  
**DATE REVISED:** OCTOBER 4, 2019

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Division Chief/Training/Safety Officer, responsible for planning and coordinating department training programs; instructing; supervising; and directing assigned personnel.

### **ESSENTIAL DUTIES:**

Plans, budgets, and coordinates department training programs for all shifts and recruit academies, including identifying training needs; researching requirements and programs; obtaining instructors; instructing; coordinating field training; maintaining detailed records, as required, i.e., employees, dates, topics, and equipment used.

Coordinates training in all aspects of fire service, i.e., fire attack; search and rescue; ventilation; forcible entry; local geography and street locations; maintenance and use of apparatus, firefighting and rescue equipment and tools. Coordinates training in non-fire related disciplines, i.e., boat operations, department health and safety, active assailant, department annual compliance trainings.

Serves as the departments Incident Safety Officer, works with the Incident Commander to help manage the risks our members take so that they can aggressively perform tasks as directed; periodically discusses safety issues with personnel; and periodically recommends changes in methods to decrease risk of injury to personnel and to the public.

Responds to various alarms, including riding in vehicles to emergency scenes, setting up appropriate equipment, and maintaining communication with personnel. Periodically performs duties as Firefighter/EMT, using various equipment to extinguish fires; rescue and stabilize victims; contain hazardous materials; and remove debris.

Works in coordination with the Operations Chief and Battalion Chiefs as part of the Operations Group to maintain an operational readiness through current and relevant strategies, tactics, equipment, and training.

Performs various administrative duties, including answering telephones; typing and preparing incident and other reports; and entering data on computer. Manages Vector Solutions training and record keeping system. Manages Personal Protective Equipment inspection, cleaning, and repair program to comply with national standards.

Manages the budgeting, specifying, and purchasing of various items i.e., firefighters personal protective equipment, training supplies, decontamination supplies, rehab supplies, training manuals, training simulators and props, tools, equipment, etc.

Periodically makes speaking presentations, and provides demonstrations to community groups, as requested or assigned.

Periodically assists in developing and updating department goals, objectives, policies, and procedures.

Serves on various committees to monitor and help manage risks. Committees include the Accident Review Board, Health and Safety, Apparatus, Operations, WPE, etc.

Maintains current knowledge of firefighting equipment and techniques by reading professional publications. Periodically attends classes or seminars, as required or as needed.

### **NON-ESSENTIAL DUTIES:**

Performs related duties, as assigned.

### **JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Minimum certifications by State of Indiana as Firefighter II, Instructor I, and Safety Officer I within time period specified by department. Ability to successfully complete other training programs, as required.

Ability to meet all department hiring, retention and promotion requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of fire service hydraulics; ability to properly operate, maintain, demonstrate, and provide instruction regarding department vehicles, hand and power tools, and equipment, including, but not limited to, protective clothing, axes, ladders, aerial devices, self-contained breathing apparatus, generators, pressure fans, and power saws.

Thorough knowledge of department training and certification requirements. Ability to research, plan, and coordinate appropriate programs for all department personnel and maintain detailed records, as required.

Working knowledge of radio frequencies; codes; procedures; limitations; ability to speak clearly and distinctly; hear and be heard; and understood in person, either by radio or by telephone.

Working knowledge of geographical areas, street names, and landmarks within designated fire district. Ability to read and interpret related maps.

Ability to effectively communicate orally and in writing with co-workers, emergency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to recognize signs and symptoms of some communicable diseases and dangers of bloodborne pathogens. Ability to protect oneself from infection by utilizing universal health precautions and avoiding high-risk environments.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting, standing, or walking for long periods; handling, grasping, or fingering objects; hearing sound and communication; close/far vision; periodically exerting strenuous physical effort; pushing, pulling, lifting, or carrying objects weighing more than 50 pounds; climbing stairs and ladders; reaching; and bending.

Ability to understand and follow all written and oral orders from supervisor and superior officers, as required.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations from off-duty status, including taking appropriate action despite the stress of potential injury to self and/or others, as well as frequent exposure to injured and distraught individuals.

Ability to work irregular and/or extended hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Noblesville Fire Department Rules and Regulations Handbook for additional information.)

### **RESPONSIBILITY:**

Incumbent performs a variety of moderately complex, relatively standardized duties according to standard operating procedures, making independent decisions and taking authoritative action in response to situational demands.

Incumbent's work is periodically reviewed upon completion of specific duties for adherence to instruction and guidelines. Errors in decisions or work may not be immediately apparent through

supervisory review and could result in poorly trained personnel, damage to property, or endangerment to self and/or others.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, emergency personnel, and the public for purposes of exchanging, explaining information, and instructing personnel.

Incumbent reports directly to Deputy Chief of Operations.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a fire station office environment, frequently involving standing or walking for long periods; hearing sounds and communication; close/far vision; climbing stairs and ladders; handling, grasping, or fingering objects; periodically involving strenuous physical effort; pushing, pulling, lifting, or carrying objects weighing more than 50 pounds; reaching; bending; and exposure to smoke, toxic chemicals, noxious gases, fumes, extreme temperatures, inclement weather, dangerous heights, bloodborne pathogens, infectious materials, communicable diseases, and violent/distraught individuals. Universal health/safety precautions must be followed at all times to avoid infection and/or injury to self and others.

Incumbent serves on 24-hour call for emergencies and occasionally works extended and/or irregular hours.

*This position is identified as having occupational exposure to blood or other potentially infectious materials.*