

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
CHAPTER: II –DEPARTMENT ORGANIZATION		APPROVED BY: Chief Jeremy K. Moore
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Initiated: Sept. 01, 2006	Revised: July 1, <u>2021</u> <u>2023</u>	

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07-01-16	SUBJECT: 1 Organizational Structure	CODE# 1.II.1

A. PURPOSE

To establish an understanding of the Broken Arrow Fire Department's hierarchy.

B. HIERARCHY

1. All Chief Officer positions are answerable directly to the Fire Chief, as indicated.
 - a. In the absence of the Fire Chief, the Fire Chief will designate the Chief Officer that will act in the capacity of Fire Chief, with all other Chief Officers answerable to the Acting Fire Chief.
 - b. Even though there is a Chief Officer in charge of Administration, Fire Prevention, Training, and Operations, respectively, it is necessary for the on-duty Battalion Chief to be responsible for everything that takes place on their shift, in order to maintain continuity between all areas of responsibility.
 - c. It is imperative that the on-duty Battalion Chief be able to account for all on-duty personnel at any given time, for any emergency that may arise. Because of this, any use of personnel for anything other than their normal duties will require the approval of the on-duty Battalion Fire Chief.
2. While attending or participating in a training function, all personnel will respond directly to the assigned training personnel.
3. While attending or participating in a training fire-related function, all personnel will respond directly to the assigned training personnel.
4. The Battalion Chiefs on each shift and all assigned training personnel will work closely and cooperatively to ensure all training needs are met in a manner that is conducive to the shift work schedule.

NOTE: It is vital there be cooperation between all Chief Officers and Captains to maintain an effectively functioning organization.

END



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APPROVED BY:
Chief Jeremy K.
Moore

07-01-16

SUBJECT: 1 Organizational Structure

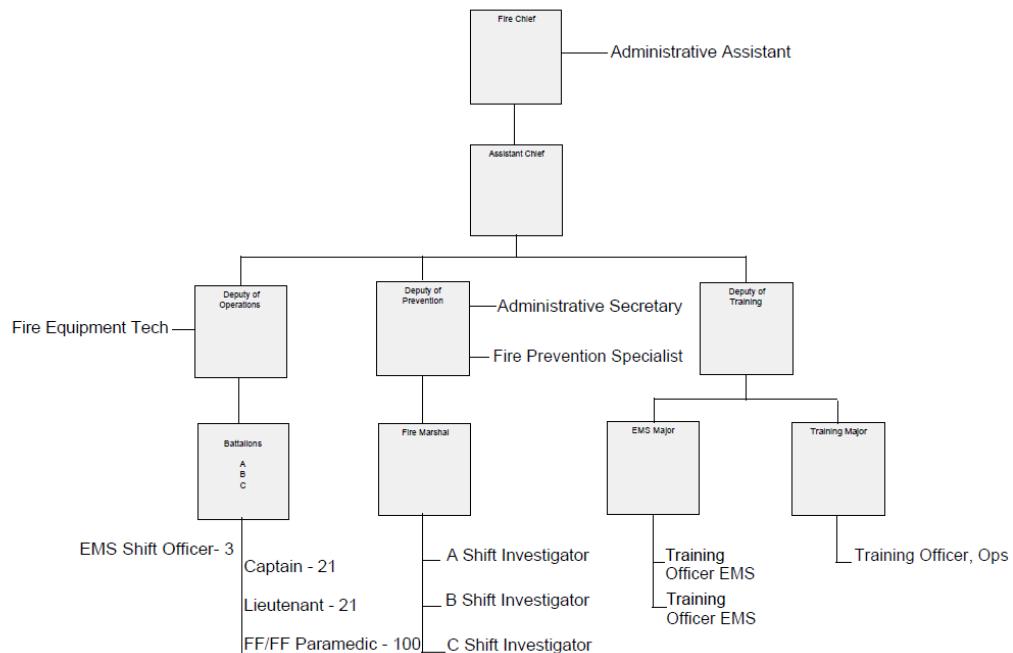
CODE#
1.II.1

BAFD 2016-2017

December 21, 2016

Broken Arrow Fire Department

2016-2017 Organization Chart



	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Chief Jeremy K. Moore
07-01-16	SUBJECT: 2 Authority of Officers	CODE# 1.II.2

A. PURPOSE

To provide policy and guidelines pertaining to the authority of department officers.

B. POLICY

1. Each officer shall have the authority required to properly fulfill the duties and responsibilities vested in them by virtue of their position.
2. Every member/employee of the department shall comply with the City Codes, the Fire Department Rules and Regulations, and orders and commands of superior officers or their designee. Obedience to such shall be prompt, implicit, and positive.
3. Each officer is a direct representative of the Fire Chief. Therefore, every order or command given by an officer to members/employees under their command, provided such orders and commands comply with all policies, shall be considered as direct orders or commands of the Fire Chief or a designee thereof.

END

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	SUBJECT: 3.1 – FIRE CHIEF	

A. REPORTS TO

CITY MANAGER

B. FLSA STATUS

EXEMPT

C. Not subject to Collective Bargaining

C.D. JOB SUMMARY

Manages and directs the overall operations of the fire and emergency medical services, assuring that goals and objectives are achieved to afford the citizens the best possible all-hazards preparedness, prevention, response, mitigation and recovery.

D-E. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Plans long-range goals, objectives, organizational structure, and overall direction for the department.
2. Monitors, reviews and communicates the implementation phases of the department's strategic plans to ensure that long-range goals and objectives are met.
3. Develops, communicates and monitors policies, procedures and standards for the department; implements improvement when necessary.
4. Monitors and communicates policies, procedures and standards for the department to identify and correct deficiencies or problems.
5. Plans, coordinates, assigns and monitors performance and coaches, counsels, mentors, trains and advises employees in department for the dual goals of meeting department goals and employee career development.
6. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies and plans for the department.
7. Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

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8. Ensures that quality standards and compliance with regulations are maintained.
9. When incident warrants, assumes command of significant and/or complex emergency events in a manner consistent with the Incident Command Systems (ICS).
10. Signs official and other documents to approve or ensure information adequacy, accuracy and legitimacy.
11. Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.
12. Plans, organizes, assigns, reviews and controls work production and activities, to include procedures, allocation of resources, problem resolution and training of employees.
13. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials and others.
14. Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens and representatives of the press, to establish goodwill and resolve/respond to issues.
15. Secures, justifies and monitors use of budgetary monies and capital.
16. Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
17. The City of Broken Arrow Fire Prevention Code shall be enforced only by the Fire Department, under the supervision of the Chief of the Fire Department.
18. Responds to all major citizen complaints.
19. Performs other related duties as assigned.

E.F. MINIMUM QUALIFICATIONS REQUIRED

1. EDUCATION AND EXPERIENCE

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- a. Minimum of a Bachelor's degree from a four (4) year college or university in fire science, public administration, or a related field.
- b. Six (6) or more years of progressively responsible experience, including experience managing and directing municipal fire department.
- c. Any combination of education, training, and experience that provides the required knowledge, skills and abilities required for the job.

2. LICENSES AND CERTIFICATIONS

- a. Certified Firefighter I and II
- b. Oklahoma Driver License
- c. Nationally Registered Emergency Medical Technician

F.G. KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOWLEDGE OF:

- a. Principles and practices of modern firefighting techniques, equipment and Emergency Medical Service.
- b. Techniques of fire prevention to include; inspection methods, fire hazards, and methods of eliminating hazardous conditions.
- c. Laws and ordinances which pertain to fire prevention and to the construction and occupancy of buildings.
- d. Principles and practices of fire safety and inspection.
- e. Record keeping, report preparation, filing methods and records management techniques.
- f. Basic budgetary principles and practices.
- g. Administration of staff and activities, either directly or through subordinate supervision.

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- h. Applicable state, federal and local laws, rules and regulations.
- i. Computer applications related to the work.
- j. Administrative principles and practices, including goal setting and program budget development and implementation.
- k. Methods and techniques of research, statistical analysis and report presentation.

2. SKILL IN

- a. Using tact, discretion, initiative and independent judgment within established guidelines.
- b. Communicating clearly and effectively.
- c. Researching, compiling and summarizing a variety of informational and statistical data and materials.
- d. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- e. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- f. Selecting and motivating staff and providing for their training and professional development.
- g. Preparing clear and concise reports, correspondence and other written materials.

G.H. MENTAL AND PHYSICAL ABILITIES

- 1. Ability to analyze situations and to take effective courses of action.
- 2. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals and so forth.
- 3. Ability to speak effectively before groups of employees.
- 4. Ability to speak effectively before public groups and respond to questions.
- 5. Ability to write reports, correspondence, procedure manuals.

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6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to define problems, collect data, establish facts and draw valid conclusions.
8. Ability to interpret a variety of technical instructions with abstract and/or concrete variables.
9. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
10. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear.

H.I. WORKING CONDITIONS

1. **PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color. The employee may at times be exposed to the same working conditions as a firefighter. Regardless of area of assignment, all uniformed fire and rescue personnel medically qualified for field duties must maintain a level of fitness sufficient to enable them to participate in fire suppression, EMS, and rescue activities.
2. **WORK ENVIRONMENT:** The work is typically performed in an office and outdoors, including at the scene of fires. The employee may be exposed to machinery with moving parts and occasional inclement weather as well as other hazards associated with fire suppression activities. The work requires the use of protective devices such as masks, goggles, gloves, and other fire safety equipment.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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07-01-162023	CHAPTER: II –DEPARTMENT ORGANIZATION	CODE# 1.II.3.2
	SUBJECT: 3.2 – ADMINISTRATIVE ASSISTANT	

A. REPORTS TO

FIRE CHIEF

B. FLSA STATUS

NOT EXEMPT

C. Civilian – Not subject to Collective Bargaining

D. JOB SUMMARY

Performs responsible secretarial, administrative, and public contact duties. Exercises independent judgment and discretion based upon knowledge of administrative and governmental policies and city functional and structural organization. May be responsible for administrative coordination of a departmental function. Serves to relieve upper-level department director of numerous administrative details including assigned day-to-day operational functions. Work is reviewed by observation of results obtained, conferences, and reports.

E. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Types and composes confidential and specialized letters, memos, charts, reports, minutes, agendas, bid specifications, contracts, news releases, or other types of documents and correspondence on a word processor.
2. Compiles and verifies complex and/or technical information for processing; prepares reports, charts, or tables from general specifications to present information in an easy to read format; researches and assembles a variety of data from office records for incorporation into various reports.
3. Receives visitors and telephone calls, ascertains nature of business, and personally handles requests for information, appointments, and other inquiries.
4. Reviews and briefs news articles, reports, bulletins, agenda items, commitments, policies, and other materials sent for supervisor's attention.
5. Takes and transcribes dictation; composes letters and memoranda for department director signature.
6. Opens and sorts mail addressed to an official, routes mail to proper agency or department; may answer routine correspondence without direction as instructed by department director.

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7. Acts in a confidential capacity in related secretarial and administrative office tasks. Establishes and maintains a confidential filing system, categorizes and maintains manual and/or computerized filing systems, creates tracking systems and forms, enters data, and cross-indexes and files documents and books alphabetically, numerically, or by other designated classification
8. Creates a variety of reports, manuals, and other documents as directed.
9. Organizes and coordinates assigned projects' logistics and resources to meet critical deadlines and maintain quality.
10. May assist in the formulation of the budget including data entry, calculating, and coordinating completion; maintains budget records throughout the year, documenting balances, expenditures, transfers, and amendments; reconciles budget and prepares financial reports.
11. Solicits, compiles, and summarizes data from other governmental agencies concerning functional activities and special issues that are of concern and interest to the organization.
12. Confers with management to keep them informed on key issues and to apprise them of changes in meeting dates/times and various other issues.
13. May act as secretary to a board, commission, committee, coordinating agenda preparation, taking and transcribing minutes, distributing minutes, and following-up as required.
14. Provides information as requested on a variety of policies and regulations.
15. Performs other duties as required.

F. MATERIALS/EQUIPMENT USED

1. Standard Office Equipment
2. Calculator
3. Computer
4. Facsimile Machine
5. Computer Printer

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6. Word Processing Equipment

G. MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- a. Must have a high school diploma or equivalent.
- b. Five (5) years of progressively more responsible and/or specialized secretarial experience. Two (2) years of continuing education in secretarial science, business, or a related field is desired.
- c. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

2. LICENSES AND CERTIFICATIONS

None

3. KNOWLEDGE OF

- a. Correct business English, including spelling, punctuation and grammar.
- b. Basic arithmetic.
- c. Modern office methods, practices, and procedures.
- d. Modern record keeping practices.
- e. The use of specified computer applications involving work processing, data entry and/or standard report generation.
- f. Standard office practices and procedures.
- g. Business letter writing and the standard format for typed materials.
- h. Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

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	SUBJECT: 3.2 – ADMINISTRATIVE ASSISTANT	

4. SKILL IN

- a. Using word processing software and a familiarity of computer operations.
- b. Working independently on complex and confidential secretarial tasks.
- c. Maintaining complex records, assembling and organizing data, and preparing summaries of reports from such records.
- d. Composing technical business letters and memoranda independently and from brief instructions.
- e. Making sound decisions in accordance with city practices.
- f. Establishing and maintaining effective working relationships.
- g. Making accurate mathematical calculations.

5. MENTAL AND PHYSICAL ABILITIES

- a. Write reports, correspondence, and procedure manuals.
- b. Speak effectively before public groups and respond to questions. Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
- c. Define problems, collect data, establish facts, and draw valid conclusions.
- d. While performing the essential functions of this job the employee is regularly required to work in a typical office environment, use standard office equipment, read printed material and a computer terminal/screen, and communicate in person and over the telephone.

H. WORKING CONDITIONS

The incumbent's working conditions are typically moderately quiet.

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be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

END

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07-01-16	CHAPTER: II –DEPARTMENT ORGANIZATION	CODE# 1.II.3.3
	SUBJECT 3.3: ASSISTANT FIRE CHIEF	

A. REPORTS TO

FIRE CHIEF

B. FLSA STATUS

EXEMPT

C. Not subject to Collective Bargaining

C.D. JOB SUMMARY

Under administrative direction is responsible for planning, organizing, and safely implementing the specialized operations, life and fire safety activities; human resource/training; hazardous material/technical rescue; emergency services; functions to prevent or reduce the loss of life and property from the perils associated with emergency incidents; Responds to major incidents and serves as Acting Fire Chief when assigned. Ensures the development of criteria to evaluate the performance of a variety of programs against the expected results, defines and oversees the collection of data that will provide the information necessary to manage current operations and plan for future needs, evaluates the effectiveness of programs, and coordinates changes to address current and future needs; Interprets, formulates, recommends, and implements policies, procedures, and precedents in an assigned area; Develops and reviews Standard Operating Procedures and General Orders; Directs the preparation and administration of the division's budget, providing overall fiscal management of the budget for each section within the division; Interprets and analyzes data for budget projections; Directs accounting, purchasing, and personnel functions of the Division; Formulates and delivers written and oral reports, and prepares memoranda and correspondence; Prepares and delivers performance evaluations for subordinates and ensures that subordinates maintain certifications in their specialties that are required by state code and agency rules; Attends meetings as a representative of the area to which assigned, providing input into policies/practices and participating in decision-making; Represents the Department in various administrative tasks as delegated by the Fire Chief; Maintains effective relationships with other agencies, developing partnerships to achieve departmental goals and objectives and interacting of a regular department; Participates in work performance testing; Makes public appearances before citizen groups and the news media; Investigates citizen complaints; Keeps abreast of new developments and technological changes in the field; Maintains a liaison and coordinates activities with counterparts in other jurisdictions; Provides technical and administrative assistance to senior and subordinate staff; Assists the Deputy Fire Chiefs for the three Divisions in formulating new procedures and policies relating to Special Operations activities; Conducts various staffing and resource studies and prepares related reports; Serves as the Department's coordinator for the Continuous Quality Improvement program; Facilitates between the quality improvement providers and other involved parties to ensure program direction and guidance; As required, acts as the Deputy Fire Chief for Operations; Supervises equipment acquisitions.

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D.E. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Assists the Fire Chief in managing the department budget, review and update departmental procedures, policies and rules and regulations. Also assists in bid specifications, quotes, and purchasing of equipment and supplies. Coordinates activities of Sections of the fire department. Coordinates activities with other departments within the city and the public.
2. Assists the Fire Chief in developing long-range goals, objectives, organizational structure, and overall direction for the department.
3. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure the long-range goals and objectives are met.
4. Developing, communicating, and monitoring policies, procedures, and standards for the department; implementing improvement when necessary.
5. Monitors and communicates policies, procedures and standards for the department to identify and correct deficiencies or problems.
6. Makes recommendation to assist management in making needed improvements.
7. Ensures quality standards and compliance with regulations are maintained.
8. When incident warrants, assumes command of significant and/or complex emergency events in a manner consistent with the ICS.
9. Signs official and other documents to approve or ensure information adequacy, accuracy and legitimacy in absence of the Fire Chief.
10. Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.
11. Plans, organizes, assigns, reviews and controls work production and activities, to include procedures, allocation of resources, problem resolution and training of employees.
12. Performs special assignments where required, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials and others.

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13. Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens and representatives of the press, to establish goodwill and resolve/respond to issues, as directed by the Fire Chief.
14. Carries out supervisory responsibilities in accordance with City policies, procedures and applicable laws.
15. Responds to all major fires and emergency incidents if assigned by the Fire Chief.
16. Is directly responsible for all physical resources within the Department, including equipment, apparatus, and facilities.
17. Performs other related duties as assigned.

E.F. SKILLS, KNOWLEDGE, AND ABILITIES

1. KNOWLEDGE OF:
 - a. Principles and practices of modern firefighting techniques and equipment.
 - b. Fire based emergency medical service system and EMS certification requirements.
 - c. Techniques of fire prevention to include: inspection methods, fire hazards, and methods of eliminating hazardous conditions.
 - d. Laws and ordinances which pertain to fire prevention and to the construction and occupancy of buildings.
 - e. Principles and practices of fire safety and inspection.
 - f. Record keeping, report preparations, filing methods and records management techniques.
 - g. Basic budgetary principles and practices.
 - h. Applicable state, federal and local laws, rules and regulations.
 - i. Computer applications related to the work.
 - j. Administrative principles and practices, including goal setting and program budget development and implementation.

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- k. Methods and techniques of research, statistical analysis and report presentation.

2. SKILL IN:

- a. Using tact, discretion, initiative and independent judgment within established guidelines.
- b. Communicating clearly and effectively.
- c. Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- d. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- e. Preparing clear and concise reports, correspondence and other written materials.

F.G. MINIMUM QUALIFICATIONS

1. REQUIRED MENTAL AND PHYSICAL ABILITIES

- a. Ability to analyze situations and to take effective courses of action
- b. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth
- c. Ability to speak effectively before groups of employees
- d. Ability to write reports, correspondence, and procedure manuals.
- e. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- f. Ability to define problems, collects data, establish facts and draws valid conclusions.
- g. Ability to interpret a variety of technical instructions with abstract and/or concrete variables
- h. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear.

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2. WORKING CONDITIONS

- a. Working conditions shall typically be a 40-hour workweek.
- b. Shall be subject to being called after normal working hours to respond to incidents or to manage other affairs of the fire department.
- c. PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color. The employee may at times be exposed to the same working conditions as a firefighter. Regardless of area of assignment, all uniformed fire and rescue personnel medically qualified for field duties must maintain a level of fitness sufficient to enable them to participate in fire suppression, EMS, and rescue activities.
- c. WORK ENVIRONMENT: The work is typically performed in an office and outdoors, including at the scene of fires. The employee may be exposed to machinery with moving parts and occasional inclement weather as well as other hazards associated with fire suppression activities. The work requires the use of protective devices such as masks, goggles, gloves, and other fire safety equipment.

3. MINIMUM EDUCATION, EXPERIENCE, AND TRAINING

- a. Must have a high school diploma or equivalent.
- b. Minimum of a Bachelor's degree from a four (4) year college or university in fire science, public administration or a related field; and three (3) or more years of progressively responsible experience including experience managing and directing municipal fire department operations at a Section level or higher.
- c. Any combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must have a minimum of five (5) years upper level command experience.

4. LICENSES AND CERTIFICATIONS

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- a. Certified Firefighter I and II
- b. Oklahoma Driver License
- c. Nationally Registered Emergency Medical Technician

G.H. MATERIALS USED

1. Computer
2. Vehicle
3. Radio

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

END

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07-01- <u>192023</u>	CHAPTER: II –DEPARTMENT ORGANIZATION	SUBJECT 3.4: DEPUTY FIRE CHIEF
		CODE# 1.II.3.4

REPORTS TO: As Directed by the Fire Chief

FLSA STATUS: Exempt

JOB SUMMARY

Works under the general direction of the Fire Chief or other ranking officer as assigned, performs work of considerable difficulty in planning, coordinating, and directing the activities of a major division of the Fire Department. Further, performs related work or other assignments as determined by the Fire Chief. The incumbent of this class is responsible for the management of one or more of the major divisions of the Fire Department; Operations, Prevention, or Training.

ILLUSTRATIVE DUTIES

In each functional area

The Deputy Fire Chief supervises and coordinates the administration of one or more of the major areas in the Fire Department including, Operations, Training Fire Protection (including Training and Emergency Operations), Emergency Medical Services, Fire Prevention, and Hazardous Materials; directs and supports the division heads in the operation of their assigned division; and organizes and directs the Volunteer/Reserve Division. Formulates and makes recommendations on revisions to Fire Chief's Directives and related policies and procedures. Researches and analyzes operations and makes recommendations relative to operating procedures, methods, and all phases of fire protection and fire prevention activities. Participates in the preparation of the Fire Department's capital and operating budgets and monitors financial transactions. May act in the capacity of Fire Chief or other higher-ranking officer in his/her absence. Responds to emergency calls and assumes emergency command as necessary. Maintains standards and enforces all applicable rules and regulations. Evaluates and reviews performance of employees. Confers with officers and supervisors concerning departmental working relationships.

Assists in the assignment of personnel. Establishes and maintains effective public, inter-city departmental, and employee relations. Completes reports and initiates correspondence. Makes public presentations representing the Fire Department. Handles complex assignments and performs other duties as required. Plans, directs, and delegates all activities in the area to which assigned; Develops goals and objectives for the area to which assigned; Organizes, plans, and coordinates activities and resources of the Special Operations Division (i.e., Hazardous Materials Team, Technical Rescue Team, and Physical Resources); Coordinates the activities of the Special Operations teams—with other Fire Department divisions, agencies, and organizations outside the organization; Serves as the Operations liaison with the Local Emergency Planning Committee; Represents the Department on national, state, and local committees.

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Operations Division

Directs, manages, plans, and coordinates City-wide Fire Department activities and resources; Directs and supervises Battalion Chiefs assigned to the shift; Represent the Department at meetings with various groups, including volunteers, career employees, citizen organizations, political and special interest constituents; Identifies laws affecting suppression, emergency medical services, and internal policy, and recognizes implications for the Department; Develops tactics and strategies for mitigating emergency incidents; Responds to emergency incidents to supervise and evaluate subordinates; Responds to fires and serious emergencies and, as necessary, advises the Officer-in-charge or assumes position within the incident management system; Critiques an emergency incident after the fact; Maintains fire and rescue protection at an optimum level, overseeing day-to-day staffing and operational limits; Coordinates and / or prepares reports on large-loss fires; Conducts station inspections of protective clothing, station records, safety hazards response readiness; cleanliness, etc.

Training Division

Oversees the development, implementation, and evaluation of continuous training programs in fire science and administration; Develops continuous fire suppression, emergency medical services, hazardous materials abatement, and technical rescue training programs; Consults with other departmental personnel to determine training needs and schedule training sessions; Evaluates and appraises fire and rescue operations to determine training needs; Manages the Fire and Rescue Academy; Reviews, implements, and monitors new procedures, practices, and protocols in the field of pre-hospital care for the sick and injured; Coordinates and oversees new initiatives with the medical director and local hospitals; Conducts various staffing and resource studies and prepares related reports; Serves as the Department's EMS coordinator for the Continuous Quality Improvement program; Facilitates between the quality improvement providers and other involved parties to ensure program direction and guidance; Serves as the liaison between the Department and local hospitals, private physicians, the Health Department, and other professional health organizations; Manages the Fire and Rescue Academy

Fire Prevention Division

Organizes, plans, and coordinates the activities and resources of the Fire Prevention Division, ensuring compliance with all federal, state, and local codes and ordinances; Interprets and enforces the State and City Fire Prevention Codes; Investigates fires and explosions and examines reports to determine their cause and estimated loss; Oversees the investigation as part of a fire/explosion or long-term hazardous materials remediation; Initiates legal action against, and assists with the prosecution of, arsonists and code violators; Supervises the examination of building plans and field inspections for conformance to approved plans; Provides voting representation at model code development sessions. The City of Broken Arrow Fire Prevention Code shall be enforced only by the Fire Department, under the supervision of the Chief of the Fire Department.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of fire science and fire administration principles and techniques; Knowledge of fire suppression, rescue, prevention, and emergency medical service principles, practices, apparatus and equipment; Knowledge of national, state, and local fire prevention and building codes; Knowledge of the overall organization, functions, policies, rules, and regulations of the Fire Department; Knowledge of the operating, financial, budgetary and purchasing systems of the Fire Department and City of Broken Arrow Government; Knowledge of other County agencies' policies, rules, and regulations affecting the Fire and Department; Knowledge of methods and materials used in comprehensive training programs; Knowledge of Federal Communications Commission laws and regulations governing communications; Demonstrated ability to effectively plan, organize, delegate, direct, and supervise the work of a large staff in assigned area(s) of responsibility; Ability to interpret, explain, and enforce regulations; Ability to establish and maintain effective working relationships with others; Ability to write complete and accurate reports, memos, policies and procedures using proper grammar and format; Ability to implement the incident command system to manage a major emergency incident or function as an officer in the incident management system; Ability to speak clearly.

EMPLOYMENT STANDARDS

In order to be eligible for Deputy Chief of any of the three major divisions a qualified candidate must have a minimum of a Bachelor's Degree from an accredited college or university and meet one or more of the following requirements:

Operations

- Shall hold or have held the rank of Captain for 1 year with the Broken Arrow Fire Department
- Or
- Must have served as a Deputy Chief of another major division of the Broken Arrow Fire Department.

Fire Prevention

- Shall hold or have held the rank of Captain for 1 year with the Broken Arrow Fire Department.
- Or
- Must have served 1 year in the Fire Prevention Division ~~at the rank of Fire Investigator and/or Fire Marshall.~~
- Or
- Must have served as a Deputy Chief of another major division of the Broken Arrow Fire Department.

Training

- Shall hold or have held the rank of Captain for 1 year with the Broken Arrow Fire Department.
- Or
- Must have served 1 year in the Training Division ~~at the rank of Training Officer and/or Training Major.~~

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- Or
 - Must have served as a Deputy Chief of another major division of the Broken Arrow Fire Department

CERTIFICATES AND LICENSES REQUIRED

Current certification as a Nationally Registered Emergency Medical Technician (EMT)

Certification at the Hazardous Materials Operations Level in accordance with City of Broken Arrow Training standards

Possession of a valid Motor Vehicle Driver's License

Must be willing to attend all trainings, conferences, and seminars related to the position as outlined by the Chief of the Department. Other certifications, training and disciplines as required by the Fire Chief.

If assigned to the Fire Prevention Division, must obtain within one year of assignment:

Certification as a Fire Inspector II; Certification in Fire Cause Determination and Investigation Level II; Certification as a Peace Officer in accordance with the standards of the Council on Law Enforcement Education and Training

If assigned to the Training Division, must obtain within one year of assignment:

Certification as a Fire Instructor II in accordance with the standards of the International Fire Service Accreditation Congress; Train the Trainer in specific disciplines as required by the Fire Chief.

If assigned to the Operations Division, must obtain within one year of assignment:

Certification at the Hazardous Materials Technician Level in accordance with the City of Broken Arrow training standards; Certification in specific rescue disciplines as required by the Fire Chief.

NECESSARY SPECIAL REQUIREMENTS

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises.

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Determines personnel actions (transfers, disciplinary actions, commendations); Evaluates training needs and resources, reviews training programs, and monitors progress.

WORKING CONDITIONS

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.

The employee may at times be exposed to the same working conditions as a firefighter. Regardless of area of assignment, all uniformed fire and rescue personnel medically qualified for field duties must maintain a level of fitness sufficient to enable them to participate in fire suppression, EMS, and rescue activities.

2. **WORK ENVIRONMENT**: The work is typically performed in an office and outdoors, including at the scene of fires. The employee may be exposed to machinery with moving parts and occasional inclement weather as well as other hazards associated with fire suppression activities. The work requires the use of protective devices such as masks, goggles, gloves, and other fire safety equipment

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A. REPORTS TO

DEPUTY FIRE CHIEF

FLSA STATUS

EXEMPT

B. JOB SUMMARY

Manages the activities of one of three 24-hour shifts assigned to the Fire Suppression Section. The Battalion Chief is responsible for assigning and directing the work of personnel in all facets of fire protection and emergency medical services, as well as for maintaining all facilities and equipment in serviceable condition.

C. ESSENTIAL RESPONSIBILITIES AND DUTIES

- Plans, coordinates, manages, and supervises operations and personnel of an assigned shift to include scheduling, specifying work procedures, planning, and implementing goals and objectives. Commands the Fire Department in the absence of the Fire Chief.
- Supervises personnel; instructs employees in correct methods and procedures; trains employees; monitors and inspects work in progress to ensure continuity and timely completion of work; reviews and evaluates employee performance. Takes corrective or disciplinary action when necessary.
- When incident warrants, assumes command of all emergency and non-emergency situations at incident site. Directs the operation of firefighting, rescue tactics, and major EMS incidents. Directs salvage and overhaul after a fire has been extinguished. Obtains information concerning fire cases including causes and property loss estimates.
- Visits stations for inspections of personnel, station furnishings, trucks and equipment. Collection of records and communications.
- Manages maintenance of equipment and facilities of all fire stations.
- Coordinates training activities for all personnel in conjunction with Training and EMS Sections.
- Coordinates Fire Company, pre-fire surveys, and fire prevention programs in conjunction with the Fire Prevention Section.

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8. Responds to and assumes command in natural disasters such as floods, tornadoes, or earthquakes; integrates with other Agencies when unified command is needed.
9. Assists in the preparation and administration of annual budget.
10. Supervises the maintenance and preparation of shift and department records.
11. Approves vacation schedules and time off for assigned personnel. Calls employees back in when necessary. Reviews leave time and time sheet records.
12. Manages inventory of station supplies.
13. Coordinates, tracks, and documents all hose, hydrant, and truck testing.
14. Assists in writing specifications, bids, and requests for service and participates in the purchasing of various equipment, materials, and supplies.
15. Participate in management staff meetings and assist in the formulation of goals and objectives and policy changes.
16. Serves as representative of department in responding to media or to promote public awareness and fire safety.
17. Assists department management by conducting research and participating in short and long range planning.
18. Prepares monthly and annually report of all activities.
19. Shall ensure there is a minimum of four (4) engines, three (3) squads, and the fire ladder/rescue in service available for calls before allowing activity outside the corporate limits of the City of Broken Arrow.
20. Performs other related work as required

D. MATERIALS/EQUIPMENT USED

1. Emergency vehicle
2. Radio communication equipment

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3. Fire apparatus
4. Bunker gear
5. Firefighting equipment
6. Computer

E. MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- a. Employee must have a minimum of an Associate's Degree from an accredited college or university.

2. LICENSES AND CERTIFICATIONS

- a. Firefighter I, Instructor Level II, and Hazardous Materials Operations certification.
- b. Current certification as a Nationally Registered Emergency Medical Technician (EMT)
- c. Must possess a valid state driver's license and satisfactory motor vehicle record sufficient to meet and maintain a status of insurability with the City's insurance carrier.
- d. Must have a minimum of three years as a Captain with Broken Arrow Fire Department.
- e. Must be willing to attend college level training, as provided by the National Fire Academy, Oklahoma State University Fire Service Training, and other related training as outlined by the Chief of the Department.

3. KNOWLEDGE OF

- a. Advanced knowledge of firefighting and emergency response practices, theories, and management as normally acquired through completion of high school, extensive experience, and advanced fire management training in a state certified program.
- b. Departmental policies and procedures.
- c. Geographical layout of the City of Broken Arrow.

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- d. Hazardous materials and conditions.
- e. Fire prevention methodology.
- f. Fire training techniques.
- g. Federal, State and local laws and regulations relative to fire departments.
- h. Operation and maintenance of firefighting equipment and facilities.

4. SKILL IN

- a. Planning, organizing, assigning, directing, reviewing, and evaluating the work of subordinates.
- b. Motivating staff and providing for their training and development.
- c. Preparing clear and concise reports, correspondence and other written materials.
- d. Operating fire apparatus and fire pump.
- e. Applying firefighting tactics and techniques.
- f. Organizing, integrating, and directing firefighting activities rapidly and effectively and utilizing independent judgment.
- g. Working and interacting effectively with city management, other governmental agencies, union, fellow employees and the general public.

5. MENTAL AND PHYSICAL ABILITIES

- a. Mentally and emotionally capable to perform work in emergency situations involving hazardous conditions and make immediate, independent decisions impacting human safety and property salvage.
- b. Ability to concentrate and pay close attention to detail when reading or preparing reports and taking charge of emergency scenes.
- c. Ability to lift and carry moderately heavy (25-50 lbs to heavy [50-100 lbs]) materials, supplies, and equipment occasionally.

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- d. Ability to work under extreme conditions including heat, smoke, confined spaces, and high places.

6. WORKING CONDITIONS

Works primarily in an office environment; however, time is spent outside exposed to unknown and dangerous conditions such as fire, hazardous materials, and the weather. Exposure to life-threatening situations, such as entering burning structures and working around flammable and/or explosive materials, may be encountered.

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END

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	SUBJECT 3.6: FIRE MARSHAL	

A. REPORTS TO

DEPUTY FIRE CHIEF; FIRE PREVENTION

B. FLSA STATUS

EXEMPT

C. JOB SUMMARY

The Fire Marshal is charged with management of the Fire Prevention Section, which is responsible for inspecting structures to detect fire hazards and enforce related ordinances and laws, investigating fires to determine the cause and origin, conducting and directing investigations of suspicious fires, reviewing plats and site plans for proposed new construction (except one and two family residences), maintaining related activity records and reports, assisting with the establishment of public fire safety education programs, and performing related duties as needed or assigned by the Fire Chief. The Fire Marshal is assigned to a 40-hour workweek, but may be called in to determine causes of fire in suspicious or large loss fires or for other duties as is necessary in case of an emergency, as determined by the Fire Chief.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Inspect or cause to be inspected by a Fire Investigator, all structures, except one and two family residences, to detect fire hazards and enforce local ordinances and state laws.
2. Prepares reports and recommendations concerning violations or unsafe conditions and maintains up to date files and records of those found.
3. Checks building plans on all structures except one and two family residences.
4. Investigates major fires and unusual fires to aid in the determination of fire causes.
5. Maintains public awareness of the need for fire safety through education and training programs in schools, civic clubs, nursing homes, etc.
6. Advises City Planner and City Engineer on new plats relative to the spacing locations of hydrants and arrangement of streets.
7. Prepares monthly and annual reports of all activities.

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8. In suspicious fires conducts or causes to be conducted the search of fire scenes for clues, collect evidence, photograph and sketch scene as needed, interview witnesses, interrogate suspects and maintain working relations with local law enforcement agencies in the legal process of investigation, incarceration and prosecution of suspected arsonists.
9. The City of Broken Arrow Fire Prevention Code shall be enforced only by the Fire Department, under the supervision of the Chief of the Fire Department.
10. Be in charge of such other functions as are assigned him by the Fire Chief.

E. EDUCATION/EXPERIENCE/TRAINING

1. A thorough knowledge of modern firefighter methods and equipment, first aid and life saving techniques.
2. A thorough knowledge of laws, rules and regulations governing the fire department.
3. A thorough knowledge of the streets and buildings within the City of Broken Arrow.
4. A thorough knowledge of building codes, fire prevention codes and life safety codes, city ordinances, flammable liquid codes, NFPA codes adopted by the City of Broken Arrow.
5. A thorough knowledge of what constitutes a fire hazards and corrective methods.
6. Ability to teach others fire safety.
7. Employee must have a minimum of an Associate's Degree from an accredited college or university.
8. Must be willing to attend college level training, training provided by OSU Fire Protection Extension and other related training as outlined by the Chief of the department.
9. Must have demonstrated ability to establish and maintain effective working relationships with other employees and the general public.
10. Shall have basic computer skills using equipment provided to the Fire Prevention Section.
11. Shall have basic photography skills using equipment provided to the Fire Prevention Section.

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12. Must have a minimum of two (2) years' experience in the Fire Prevention Section.
13. Shall possess fire department Instructor I and II Certification.
14. Must obtain and maintain State Peace Officer Certification.
15. Must maintain State Inspection and Arson Investigator Certification.
16. Must possess a valid Oklahoma driver's license and maintain vehicle insurability.
17. Current certification as a Nationally Registered Emergency Medical Technician (EMT)
18. ADVANCED EDUCATION, DESIRED
 - a. Fire Officer II
 - b. Public Fire Education II

F. MATERIALS/EQUIPMENT USED

1. Computer
2. Emergency Vehicle
3. Radio
4. Weapon (pistol)
5. Gas Detection Equipment
6. Special Protective Gear

G. MENTAL AND PHYSICAL ABILITIES

1. Ability to make decisions under adverse conditions.
2. Ability to follow oral and written instructions.
3. Ability to speak effectively before groups of employees.

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	SUBJECT 3.6: FIRE MARSHAL	

4. Ability to speak effectively before public groups and respond to questions.
5. Ability to read and interpret documents such as codes, laws, city ordinances, referenced materials and so forth.
6. Ability to define problems, collect data, establish facts and draw valid conclusions.
7. Ability to lift and carry moderately heavy (25-50 lbs to heavy [50-100 lbs]) materials, supplies, and equipment occasionally.

H. WORKING CONDITIONS

1. **PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color. The employee may at times be exposed to the same working conditions as a firefighter. Regardless of area of assignment, all uniformed fire and rescue personnel medically qualified for field duties must maintain a level of fitness sufficient to enable them to participate in fire suppression, EMS, and rescue activities.
2. **WORK ENVIRONMENT:** The work is typically performed in an office and outdoors, including at the scene of fires. The employee may be exposed to machinery with moving parts and occasional inclement weather as well as other hazards associated with fire suppression activities. The work requires the use of protective devices such as masks, goggles, gloves, and other fire safety equipment.

I. PRODUCTION STANDARD

There shall be six (6) months probationary period where job performance will be evaluated.

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END

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	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Chief Jeremy K. Moore
07-01-16	SUBJECT: 3.7– TRAINING OFFICER, OPS	CODE# 1.II.3.7

A. REPORTS TO

TRAINING MAJOR, DEPUTY FIRE CHIEF; TRAINING

B. FLSA STATUS

EXEMPT

C. JOB SUMMARY

The Training Officer assigned to Field Ops is responsible for administering, directing, and coordinating the training of all fire department personnel in all related disciplines. The Training Officer will be required to attend specialized training and planning sessions, and to be responsible for other duties, as are necessary, as determined by the Deputy Chief or Training Majors.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Develops, maintains, and conducts a continuous program of classroom and drill ground exercises throughout the year which shall include firefighting, monitors driving apparatus, pumping, SCBA, personal protective clothing, officer training, and other fire department related training.
2. Schedules all training with other current programs and with other Fire Department related training.
3. Assigns to appropriate personnel and monitors training programs and exercises to company personnel to be conducted at the station level.
4. Coordinates with Chief of EMS on all EMS training and scheduling.
5. Provides initial training and orientation and supervises probationary firefighters, periodically tests their job knowledge and skills, performs periodic evaluations and submits recommendations to the Fire Chief on the employment status of probationary employees.
6. The Training Officer may be dispatched in place of the Training Major to all working fires and to any other scene where his presence would be a benefit to the Incident Commander. He shall act in any capacity assigned to him by the Incident Commander, but his primary role on the fire ground will be to assess the training needs of the Department.

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7. The Training Officer may, with the discretion of the Deputy Chief or at the direction of the Chief of Department, prepare and administer various written and/or practical examinations regarding any aspect of firefighter skills and abilities. These tests will be designed to provide a basis upon which to administer training programs. For example, a street location or a fire ground hydraulics test may be delivered to determine the extent of training needed in those areas.
8. The Training Officer will aid the Deputy Chief in determining the design and procurement of fire apparatus, firefighting equipment, personal protective clothing, etc., when advising the Chief of the Department on such topics.
9. Records and inventories of Department fire hose shall be kept on file in the Training Section. The Training Officer will coordinate the replacement of obsolete hose and nozzles.
10. Each month, the Training Officer will issue a training package to all groups. These packages will contain training evolutions that are to be delivered by the Company Officers to their personnel. Examples of this training include: street drills, pump drills, group discussions, news articles, etc.
11. At least once each month, except summer months, all members are to be brought to a training site, or at an alternate location where they will receive instruction on a major topic. These programs will include any aspect of firefighting operations and will be conducted either in a classroom setting, on the drill ground, or a combination of the two. Types of in-service training programs would include: tactics and strategy, ground or aerial ladders, communications, water and ice rescue, etc.
12. The Training Officer will conduct or coordinate the initial and follow-up training on newly purchased equipment. If necessary, instructors from the factory or other outside agencies may be utilized to provide that training.
13. The Training Section will most often generate Standard Operating Procedures. These procedures will provide the basic guidelines for the use, care and maintenance of specified equipment or will give step-by-step procedures for certain firefighting evolutions.

E. MATERIALS/EQUIPMENT USED

1. Department vehicles i.e. fire engines, squads, and ambulances.
2. Radio equipment.
3. Hose, nozzles, axe, pike pole, claw tool, ladders (various sizes), drive-in nozzle, Jaws of Life rescue tool, air bags, self-contained breathing apparatus, pass unit, rescue saws, hand tools, (i.e. hammer,

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screwdrivers, pliers, wire cutters, bolt cutters, chisel, Halligan tool, pry bar, etc.), hose clamps, fire extinguisher, Spanner wrenches, rope hose tool, vent fans, Cascade system, hydrant wrench, salvage covers, floor runners, mops, squeegees, brooms, shovels, ropes.

4. Audio/Visual Equipment.
5. Computer terminal, typewriter, and other office related equipment.

F. MINIMUM EDUCATION/EXPERIENCE/TRAINING

1. A thorough knowledge of modern firefighting methods, emergency equipment, and emergency medical and life saving techniques.
2. A thorough knowledge of federal, state, and local laws, contracts, and rules and regulations governing the Fire Department.
3. Must currently hold and have been for three years at the rank of firefighter or other equivalent training/experience as determined by the Fire Chief.
4. Must possess a valid Oklahoma driver's license and maintain insurability with a good driving record.
5. Must possess or obtain certification of Fire Instructor I and II from Oklahoma State University Fire Service Training within one year of appointment (time table subject to availability of classes).
6. Current certification as a Nationally Registered Emergency Medical Technician (EMT)

G. SKILLS AND ABILITIES

1. Must have the ability to develop and teach theoretical and practical fire service training programs.
2. Must have the ability to work on own initiative without direct supervision and must have skill in applying management principles.
3. Must have demonstrated ability to make correct decisions under adverse conditions.
4. Must have demonstrated ability to follow both oral and written instructions.
5. Must have ability to effectively communicate with fellow officers, employees and present a positive public image.

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H. WORKING CONDITIONS

1. Will primarily work in an office and in an instructional environment, however, at times also be exposed to the same environmental conditions to which firefighters are exposed.
2. Must at infrequent times perform firefighter duties and be subject to the same working conditions of other positions as may be necessary.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	APPROVED BY: Chief Jeremy K. Moore
07-01-2021	CHAPTER: II –DEPARTMENT ORGANIZATION	CODE# 1.II.3.8
SUBJECT 3.8: Deputy Fire Marshal		

A. REPORTS TO

Fire Marshal

B. FLSA STATUS

Non-Exempt

C. JOB SUMMARY

Persons promoted to the position by the Fire Chief, are assigned to the Fire Prevention Division and are under the general direction of the Fire Marshal or his designee. The Deputy Fire Marshal shall conduct assigned inspections, safety education programs, investigations, reviewing plats and site plans for proposed new construction, maintaining related activity records and reports, assisting with the establishment of public fire safety education programs, and performing related duties as needed or assigned by the Fire Chief.

Three (3) Deputy Fire Marshals shall be assigned to a 24/48-hour shift work schedule. Additional Deputy Fire Marshals beyond the minimum of one per shift may be assigned to 40-hour work week or as determined by the Fire Chief.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Will be required to perform assigned fire and life safety inspections to ensure compliance with laws, adopted codes and ordinances of Broken Arrow safeguarding life and property.
2. Investigates or assist in investigating fires where the cause is undetermined, to determine origin and extent of damage. Attains evidence necessary for prosecution, interviews and interrogates persons who may have knowledge of fire cause.
3. Responsible for preparing and maintaining various related Fire Prevention Division records and reports as assigned by the Fire Marshal.
4. Conducts assigned in-service training and safety education programs for schools, hospitals, nursing homes, civic groups, fire department personnel and others.
5. May utilize fire department personnel on the scene during investigations with permission of the Officer-in-Charge.

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6. May come into frequent contact with the general public, other city employees, insurance investigators, State Fire Marshal Agents and others. Good social skills must be maintained to enhance good public relations.
7. Shall attend and successfully complete schools and conferences as required by the Fire Marshal.
8. Works with Code Enforcement and other City Officials to insure that hazards are abated.
9. Responsible for such other functions as are assigned. Performs other duties as assigned by the Fire Marshal.
10. Perform firefighting duties as assigned.
11. Perform other duties as assigned.

E. Education/Experience/Training

Shall attend and successfully complete all schools and conferences as required by the Fire Marshal:
(Examples of schools that are required)

Fire Investigator Certification I & II

Fire Inspector Certification I & II

Fire Service Instructor I and II Certification

Nationally Registered Emergency Medical Technician-Basic (EMT)

CLEET certification

Advanced Training, Desirable

- a. Degree in related field
- b. Building Construction for Fire Protection
- c. Fire Officer I

F. JOB REQUIREMENTS

1. Will meet all certification requirements as required.
2. Must attend schools and training relating to the duties and responsibilities.
3. Must demonstrate the ability to follow oral and written instructions.
4. Must have basic computer skills.
5. Must possess the ability to teach others fire safety

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6. Must have skill in effective oral and written communications.
7. Must have the ability to investigate and gather accurate information.
8. Must have the ability to perform duties independent of close supervision.
9. Must have a minimum of three (3) years continuous service with the Broken Arrow Fire Department.
10. Must have a thorough knowledge of department rules, policies, and standard operation procedures.
11. Must attain a thorough knowledge of codes and ordinances adopted by the City of Broken Arrow within a reasonable length of time.
12. Must attain a thorough knowledge of what constitutes a fire hazard and corrective methods within a reasonable length of time.

G. WORKING CONDITIONS

1. Must be willing to perform all duties described in this job description under adverse conditions, including extreme heat and inclement weather.
2. Must be mentally and physically prepared for unforeseen emergencies at all times.
3. May be exposed to a variety of physical dangers.

H. PRODUCTION STANDARD

There shall be a twelve (12) month probationary period where job performance is evaluated.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Chief Jeremy K. Moore
07-01-16	SUBJECT: 3.9– TRAINING MAJOR FIELD OPS	CODE# 1.II.3.9

A. REPORTS TO

DEPUTY FIRE CHIEF; TRAINING

B. FLSA STATUS

EXEMPT

C. JOB SUMMARY

The Training Major assigned to Field Ops is responsible for administering, directing, and coordinating the training of all fire department personnel in all related disciplines. The Training Officer will be required to attend specialized training and planning sessions, and to be responsible for other duties, as are necessary, as determined by the Deputy Chief over Training.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Develops, maintains, and conducts a continuous program of classroom and drill ground exercises throughout the year which shall include firefighting, monitors driving apparatus, pumping, SCBA, personal protective clothing, officer training, and other fire department related training.
2. Schedules all training with other current programs and with other Fire Department related training.
3. Assigns to appropriate personnel and monitors training programs and exercises to company personnel to be conducted at the station level.
4. Provides initial training and orientation and supervises probationary firefighters, periodically tests their job knowledge and skills, performs periodic evaluations and submits recommendations to the Fire Chief on the employment status of probationary employees.
5. The Training Major may be dispatched to large all working fires and to any other scene where his presence would be a benefit to the Incident Commander. He shall act in any capacity assigned to him by the Incident Commander, but his primary role on the fire ground will be to assess the training needs of the Department.

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6. The Training Major may, with the discretion of the Deputy Chief over Training or at the direction of the Chief of Department, prepare and administer various written and/or practical examinations regarding any aspect of firefighter skills and abilities. These tests will be designed to provide a basis upon which to administer training programs. For example, a street location or a fire ground hydraulics test may be delivered to determine the extent of training needed in those areas.
7. The Training Major will aid the department in determining the design and procurement of fire apparatus, firefighting equipment, personal protective clothing, etc., when advising by the Chief of the Department to research such topics.
8. Records and inventories of Department fire hose shall be kept on file in the Training Section. The Training Major will coordinate the replacement of obsolete hose and nozzles.
9. Each month, the Training Major will issue a training package to all groups. These packages will contain training evolutions that are to be delivered by the Company Officers to their personnel. Examples of this training include: street drills, pump drills, group discussions, news articles, etc.
10. At least once each month, except summer months, all members are to be brought to a training site, where they will receive instruction on a major topic. These programs will include any aspect of firefighting operations and will be conducted either in a classroom setting, on the drill ground, or a combination of the two. Types of in-service training programs would include: tactics and strategy, ground or aerial ladders, communications, water and ice rescue, etc.
11. The Training Major will conduct or coordinate the initial and follow-up training on newly purchased equipment. If necessary, instructors from the factory or other outside agencies may be utilized to provide that training.
12. The Training Section will most often generate Standard Operating Procedures. These procedures will provide the basic guidelines for the use, care and maintenance of specified equipment or will give step-by-step procedures for certain firefighting evolutions.
13. The Training Major will attend all post incident analysis (PIA) in which he/she has observed the operations. The Training Major will provide input into the PIA process on issues that relate to training or future training, based upon PIA findings.

E. MATERIALS/EQUIPMENT USED

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1. Department vehicles i.e. fire engines, squads
2. Radio equipment.
3. Hose, nozzles, axe, pike pole, claw tool, ladders (various sizes), drive-in nozzle, Jaws of Life rescue tool, air bags, self-contained breathing apparatus, pass unit, rescue saws, hand tools, (i.e. hammer, screwdrivers, pliers, wire cutters, bolt cutters, chisel, Halligan tool, pry bar, etc.), hose clamps, fire extinguisher, Spanner wrenches, rope hose tool, vent fans, Cascade system, hydrant wrench, salvage covers, floor runners, mops, squeegees, brooms, shovels, ropes.
4. Audio/Visual Equipment.
5. Computer terminal, typewriter, and other office related equipment.

F. MINIMUM EDUCATION/EXPERIENCE/TRAINING

1. Current certification as a Nationally Registered Emergency Medical Technician (EMT)
2. A thorough knowledge of modern firefighting methods, emergency equipment, and emergency medical and life saving techniques.
3. A thorough knowledge of federal, state, and local laws, contracts, and rules and regulations governing the Fire Department.
4. Must currently hold and have been for three years at the rank of Captain or other equivalent training/experience as determined by the Fire Chief.
5. Must possess a valid Oklahoma driver's license and maintain insurability with a good driving record.
6. Must possess or obtain certification of Fire Instructor I and II from Oklahoma State University Fire Service Training within one year of appointment (time table subject to availability of classes).

G. SKILLS AND ABILITIES

1. Must have the ability to develop and teach theoretical and practical fire service training programs.

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2. Must have the ability to work on own initiative without direct supervision and must have skill in applying management principles.
3. Must have demonstrated ability to make correct decisions under adverse conditions.
4. Must have demonstrated ability to follow both oral and written instructions.
5. Must have ability to effectively communicate with fellow officers, employees and present a positive public image.

H. WORKING CONDITIONS

1. Will primarily work in an office and in an instructional environment, however, at times also be exposed to the same environmental conditions to which firefighters are exposed.
2. Must at infrequent times perform firefighter duties and be subject to the same working conditions of other positions as may be necessary.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Chief Jeremy K. Moore
07-01-16	SUBJECT 3.10: TRAINING MAJOR EMS OPERATIONS	CODE# 1.II.3.10

A. REPORTS TO

DEPUTY CHIEF; TRAINING

B. FLSA STATUS

EXEMPT

C. JOB SUMMARY

The Training Major of EMS Ops shall, be responsible for emergency medical training, medical supplies, billing, reports, and the critique of personnel and procedures. The Training Major of EMS Ops shall work with the Medical Director to develop, maintain, and revise protocol for medical procedures for the Broken Arrow Fire Department, work with the State Department of Health Rules and Regulations and develop specifications for the purchase of ambulances and equipment.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. To coordinate and initiate emergency medical and related training for the entire fire department in conjunction with the Deputy Fire Chief Assistant Chief/Training and other chief officers. This shall include serving as coordinator of E.M.S. training, establishing criteria for and coordinating and scheduling classes and training on EMT-Basic, EMT-Intermediate, EMT-Paramedic refresher, C.E.U and American Heart Association C.P.R. classes and other E.M.S. courses.
2. Manages medical supplies and equipment. To be responsible for ordering medical supplies and equipment, locates and insures equipment left at medical facilities is recovered. To be responsible for medical supplies and equipment inventory.
3. Manages the maintenance program of all emergency medical vehicles and equipment in cooperation with the assistant chief in charge of vehicle maintenance.
4. Establish and maintain records and files concerning the emergency medical training of all fire department personnel.
5. Be responsible for the licensing of ambulances, ambulance service and certification of personnel through the Oklahoma State Department of Health. Work with the Oklahoma State Department of Health in keeping the department in compliance with all Oklahoma State Department of Health Rules and Regulations.

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6. In conjunction with the Administrative Assistant, manage the billing of charges for ambulance services, maintaining records of patients transported and not transported.
7. In cooperation with the Medical Director, develop protocol for emergency medical procedures for the Broken Arrow Fire Department.
8. Responsible for the overall quality assurance of patient care issues.
9. Submits monthly and annual reports of the activities of the Emergency Medical Service and prepares an annual detailed proposal for the budgetary needs of E.M.S. as directed by the Fire Chief.
10. Develop specifications for the purchase of ambulances, E.M.S. equipment and medical supplies for the fire department.
11. Continually study and review the overall E.M.S. program for the purpose of recommending changes for the improvement of the total service.
12. Assist in supervision of personnel conducting EMS functions.

E. SKILLS, KNOWLEDGE, AND ABILITIES

1. Must have the ability to provide effective leadership and to plan, assign and direct the work of a number of subordinates.
2. Ability to plan, initiate and carryout long-term programs in fire administration, training and emergency medical services.
3. Ability to express oneself clearly and concisely, orally and in writing, to groups and individuals.
4. Ability to perform as middle-management supervisor in the fire department. Responsible for all phases of emergency medical services.
5. Must be willing to attend training, conferences, and seminars related to the position as outlined by the Chief of the Department.

F. MINIMUM QUALIFICATIONS

1. WORKING CONDITIONS/PHYSICAL EFFORT

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- a. Employee is based in an office and generally works an 8-hour day. Work is performed primarily in office, vehicles, and fire stations. Occasionally employee may engage directly in firefighting, rescue, E.M.S. and emergency response activities and is therefore intermittently subject to severe job hazards and mental stress.
- b. This employee may occasionally perform functions that are physically and psychologically demanding. Moderate to heavy physical activity is required during firefighting and other emergency responses, equipment maintenance and training activities. Emergency response duties include functions that require the employee to work at near maximal heart rate for prolonged periods of time. The required use of heavy protective equipment (including self-contained breathing apparatus) and exposure to hostile environments (i.e. heat from fire) contribute to this physical load.
- c. Environmental factors the employee is exposed to and essential functions performed by the employee at emergency incidents include:
 - i. Operate both as a member of a team and independently at incidents of uncertain duration.
 - ii. Spend extensive time outside exposed to the elements.
 - iii. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
 - iv. Experience frequent transition from hot to cold and humid to dry atmospheres.
 - v. Work in wet, icy, or muddy areas.
 - vi. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or form ladders.
 - vii. Wear personal protective equipment that weighs approximately 50 pounds while performing other tasks.
 - viii. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow to 40 liters per minute.
 - ix. Work for long periods of time, requiring sustained physical activity and intense concentration.
 - x. Exposed to grotesque sights and smells associated with major trauma and burn victims.
 - xi. Make rapid transitions from rest to near maximal exertion without warm-up periods.
 - xii. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
 - xiii. Use manual and power tools in the performance of duties.

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- xiv. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- xv. Work in area where sustaining traumatic or thermal injuries is possible.
- xvi. Face exposure to carcinogenic dust such as asbestos, toxic substances, such as hydrogen, cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- xvii. Face exposure to infectious agents such as hepatitis B or HIV.
- xviii. Perform complex physical and mental tasks during life threatening emergencies.
- xix. Ability to use a two-way radio in a clear, concise manner.

2. LICENSES AND CERTIFICATIONS

- a. Must possess and maintain a valid Oklahoma driver's license and have a driving record sufficient to meet and maintain a status of insurability with the City's insurance carrier.
- b. Must be State and National Registered Emergency Medical Technician Paramedic (NREMT-P).
- c. Must maintain State and National certification.
- d. Must obtain and maintain Fire Service Training Instructor Level I and II.
- e. Must obtain and maintain Fire Service Training E.M.S. Instructor certification.
- f. Must obtain and maintain American Heart Association C.P.R. Instructor certification.

3. EDUCATION AND EXPERIENCE

- a. Must have a minimum of five (5) years of continuous service as a Firefighter/Paramedic with the Broken Arrow Fire Department or equivalent training/experience as determined by the Fire Chief.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	APPROVED BY: Chief Jeremy K. Moore
CHAPTER: II –DEPARTMENT ORGANIZATION		CODE# 1.II.3.11
07-01-16	SUBJECT: 3.11 – CAPTAIN	

A. REPORTS TO

BATTALION CHIEF

B. FLSA STATUS

NON-EXEMPT

C. JOB SUMMARY

This employee generally works a 24 hour shift and is responsible for the supervision, direction, training and safety of a fire suppression company; the maintenance and upkeep of the station and equipment and also performs the work of a firefighter including: fighting fires, providing emergency first aid, driving apparatus as necessary, and responds to other emergency incidents to save lives and property. This employee also performs inspections, surveys, fire prevention education and support activities. Assists in fire investigations; is in charge of emergency incident until relieved by superior officer. In absence of superior officer, may be assigned to assume those responsibilities.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Plans and schedules work assignments of all fire and EMS personnel at an assigned station on an assigned shift.
2. Performs various supervisory duties of assigned subordinates including; employee performance evaluations, counseling, authority for disciplinary actions up to and including oral and written reprimands and the enforcement of general orders, policies, and standard operating procedures of the fire department and City of Broken Arrow.
3. Performs periodic inspections of personnel, station & grounds, apparatus & equipment.
4. Supervises, directs and is responsible to ensure the maintenance, cleaning and upkeep of assigned fire station, grounds and furnishings, apparatus and equipment.
5. Responds to emergency incidents: Directs fire activities, leads firefighters in interior operations of burning structures. Directs emergency incident operations until relieved of command by a superior officer; supervises and participates in the laying of hose lines, directing fire streams, placement of ladders, ventilating buildings, rescue operations, salvage and overhaul of structures, and hazardous materials incident operations. Supervises emergency medical scene and assists in the treatment of the sick and injured.

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6. Conducts assists and participates in practical skill evolutions and drills. Studies street and fire hydrant locations to assure familiarity with assigned area; trains and/or participates in the training of firefighting essentials, fire prevention, hazardous materials, equipment operations, and other specialized fire service subjects, and performs necessary training of subordinate personnel. Trains and participates in emergency medical evolutions (disaster, mass casualty, and other emergency drills).
7. Supervises and participates in fire company surveys, and pre-fire surveys of commercial, industrial and institutional structures and facilities.
8. Ensures that a current and complete inventory of the apparatus and equipment is maintained at assigned station.
9. Prepares and forwards to Battalion Chief accurate reports, daily logs, and all company records as required. Forwards Duty Exchange forms in advance of duty exchange to the Battalion Chief.
10. Participates in parades, preparation for community celebrations, public education programs, fire and EMS safety programs and other public relation programs as required.
11. Responsible for fire company records, and when going off duty meets with on-coming captain and passes on written and oral information from previous 24 hours.
12. Responsible for ensuring sufficient staffing of Fire Company is available at all times, notifies Battalion Chief when staffing falls below minimum standard.
13. Supervises and participates in water flow test, testing hydrants, hoses, apparatus and equipment.
14. Responsible for ensuring that Company members are competent, safe, and efficient in all Fire and applicable EMS related Disciplines.
15. Performs other duties or functions that may be required or assigned by the Fire Chief or his designee.

E. MINIMUM EDUCATION/EXPERIENCE/TRAINING

1. Must possess and maintain a valid Oklahoma driver's license and have a driving record sufficient to meet and maintain a status of insurability with the City's insurance carrier.
2. Must have seven (7) continuous years with Broken Arrow Fire Department and have held the position of Lieutenant for two (2) years.

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3. Current certification as a Nationally Registered Emergency Medical Technician (EMT)
4. Must be certified Firefighter I.
5. Must obtain Instructor II through Oklahoma State University Fire Service Training as soon as possible after promotion.
6. Must be willing to attend additional training and development opportunities as prescribed by the Fire Chief.

F. SKILLS AND ABILITIES

1. Must have the ability to operate both as a member of a team and independently and as directed by a superior officer at incidents of uncertain duration.
2. Must have ability to perform complex tasks during life threatening emergencies; faces life and death decisions during emergency conditions.
3. Uses manual and power tools in performance of duties: lifts varying weights and carries said weights without stopping for various distances.
4. Relies on speech as well as senses of sight, hearing, smell, and touch to help determine the nature of the emergency. Maintains personal safety and makes critical decisions in a confused, chaotic and potentially life threatening environment throughout the duration of the operation.
5. Must have the ability to establish and maintain effective working relationships with other employees and the general public. Lead effectively, maintain discipline, and accept lines of authority.
6. Must have the ability to follow written and oral instructions.
7. Considerable knowledge of modern firefighting principles, practices, tactics, fire prevention practices and emergency first aid.
8. Knowledge of location of streets, fire hydrants, major buildings, types of construction, sprinklers, special hazards in assigned district and the City.
9. Demonstrated knowledge of apparatus, tools and equipment of the department.
10. Demonstrated knowledge of supervisory principles and practices.

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11. Ability to evaluate fires, recognize danger, and other hazardous situations and take immediate action necessary for the protection of life and property.
12. Ability to make reports both orally and in writing and maintain accurate records.
13. Knowledgeable of department standard operating procedures and City policies, lines of authority.
14. Knowledge of M.S.D.S., D.O.T., hazardous material S.O.P. and the incident command system.

G. WORKING CONDITIONS/PHYSICAL EFFORT

1. Employee is based at assigned station and generally works a 24-hour shift. Employee engages directly in firefighting, rescue, EMS and emergency response activities and is therefore intermittently subject to severe job hazards and mental stress.
2. Employee must perform functions that are physically and psychologically demanding. Moderate to heavy physical activity is required during firefighting and other emergency responses, equipment maintenance, and training activities. Emergency response duties include functions that require the employee to work at near maximal heart rate for prolonged periods of time. The required use of heavy protective equipment (including Self-contained breathing apparatus) and exposure to hostile environments (i.e. heat from fire) contribute to this physical load.
3. Environmental factors the employee is exposed to and essential functions performed by the employee at emergency incidents include:
 - a. Operate both as a member of a team and independently at incidents of uncertain duration.
 - b. Spend extensive time outside exposed to the elements.
 - c. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
 - d. Experience frequent transition from hot to cold and humid to dry atmospheres.
 - e. Work in wet, icy, or muddy areas.
 - f. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.

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- g. Wear personal protective equipment that weighs approximately 50 pounds while performing other tasks.
- h. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow to 40 liters per minute.
- i. Work for long periods of time, requiring sustained physical activity and intense concentration.
- j. Exposed to grotesque sights and smells associated with major trauma and burn victims.
- k. Make rapid transitions from rest to near maximal exertion without warm-up periods.
- l. Operate in environments of high noise, poor visibility, limited mobility at heights, and in enclosed or confined spaces.
- m. Use manual and power tools in the performance of duties.
- n. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- o. Operates both automatic and manual transmission vehicles.
- p. Work in area where sustaining traumatic or thermal injuries is possible.
- q. Face exposure to carcinogenic dust such as asbestos, toxic substances, such as hydrogen, cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- r. Face exposure to infectious agents such as hepatitis B or HIV.
- s. Perform complex physical and mental tasks during life-threatening emergencies.
- t. Ability to use a two-way radio in a clear, concise manner.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

END

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	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Chief Jeremy K. Moore
07-01-16	SUBJECT 3.12: LIEUTENANT	CODE# 1.II.3.12

A. REPORTS TO

CAPTAIN

B. JOB SUMMARY

Lieutenant

Work covers training and practicing for firefighting activities involving protection of life and property. Duties include driving fire trucks to and from scenes of fire and emergencies and operation of equipment as required. Members in this class are trained constantly in firefighting and first aid techniques, geography of the city, fire hydrant locations, and efficient operation of equipment and apparatus. Although workers are supervised closely most of the time, instances occur when the worker must take initiative and make decisions.

C. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Works 24-hour shifts responding to fire alarms and other emergencies.
2. Be called upon to perform firefighter's duties both at a fire scene and at the station.
3. Performs rescue operations under hazardous conditions and administers first aid to victims.
4. Attends training courses, studies theory and techniques of firefighting, and participates in a variety of drills and instructions.
5. Assists Fire Marshal with pre-fire surveys and fire drills.
6. Studies maps and fire hydrant locations.
7. Is responsible for maintenance work on truck and general upkeep and appearance.
8. Is called upon to help extricate victims of car accidents and perform first aid.
9. Conducts tours of the station and apparatus and makes public talks on fire department related subjects.
10. May be temporarily assigned on an acting basis as Captain.
11. Performs other duties and functions as may be required or assigned by Fire Chief.

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	SUBJECT 3.12: LIEUTENANT	

D. MINIMUM EDUCATION/EXPERIENCE/TRAINING

1. Must possess a valid Oklahoma Driver's License and maintain a status of insurability with the City's principal insurance carrier.
2. Must have a minimum of five years continued service on the department.
3. Current certification as a Nationally Registered Emergency Medical Technician (EMT)
4. Knowledge of the location of streets, fire hydrants, and major buildings in an assigned area.
5. Knowledge of operating and mechanical principles involved in the operation of fire or rescue apparatus and allied equipment.
6. Knowledge of firefighting and fire prevention principles and practices as well as elemental first aid techniques.
7. Knowledge of how to extract victims from accidents without causing further injuries.
8. Ability to understand and follow oral and written instructions, to react quickly and calmly under emergency conditions and to display tact.
9. Ability to work hard for extended lengths of time on strenuous tasks.
10. Ability to be in close contact with the sick and injured.
11. Ability to evaluate situations quickly and correctly.
12. Skill in Public speaking.
13. Skill in the operation and driving of Fire Department Apparatus.

E. OTHER SIGNIFICANT FACTS

1. DIFFICULTY OF WORK

Individuals in this class must be able to make decisions independently at times, requiring a high degree of accuracy. This is evident in life or death situations. Decisions are frequently made under stress and risking a life to save one occurs. Individuals in this class must have a certain degree of

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mechanical aptitude and be able to perform routine maintenance on fire department vehicles and equipment.

2. INTERPERSONAL RELATIONS

Individuals in this class are subject to direct contact with the public and provide information on city addresses and other civic affairs.

3. WORKING CONDITIONS

The individual is also exposed to extremes in temperature and adverse weather conditions. He must also be able to work for long hours.

4. PHYSICAL EFFORT

Worker must be in good physical condition in order to perform various duties involving hard, physical work for extended lengths of time.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

END

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	SUBJECT 3.13: FIREFIGHTER / PARAMEDIC	

A. REPORTS TO

CAPTAIN

B. FLSA STATUS

NON-EXEMPT

C. JOB SUMMARY

Under supervision, provides Advanced Life Support and first responder pre-hospital emergency medical care to victims of accidents, injuries or illness; participates in fire suppression, prevention and administrative shift duties as trained and assigned.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES (All responsibilities may not be performed by all incumbents).

1. Respond to fire alarms, emergency medical calls and other requests for assistance to protect life and property in accordance with departmental policies, procedures and chain of command.
2. Participate in drills and training classes in fire-science, emergency first-aid, medical emergency techniques and response, hazardous material handling, fire station/equipment maintenance and other related subjects.
3. Respond to emergency medical care calls as assigned for assistance to sick or injured people and treat them according to ALS Advanced Life Support guidelines.
4. Operate pumps and apparatus; use ladders, hoses and other fire suppression equipment.
5. Use power and hand tools to perform fire suppression, prevention, rescue, inspection, equipment/facility maintenance and related duties.
6. Responds to accidents, disasters, emergency rescues, searches, and any other emergency situation as directed by superior officer.
7. Performs victim extrication from wrecked vehicles.
8. Operates chemical and hand extinguisher and similar equipment.

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9. Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed.
10. Testifies in court on cases regarding fires or EMS responses.
11. Assists police with searches and traffic control at accident scenes.
12. Performs salvage and overhaul at the fire scene; removes debris and fuel from scene after accidents or spills.
13. Performs pre-fire plans and completes associated paperwork.
14. Cleans and inspects all issued Firefighting/EMS equipment, oils and cleans EMS/Fire trucks, washes and cleans fire hoses, and assists in the maintenance of general cleanliness in and about a fire station.
15. May be required to drive engines, ladder trucks and rescue unit in absence of other personnel.
16. Conducts tours of fire station facility; provides directions to citizens as requested.
17. Performs specific tasks as directed in various phases of fire prevention, training and administration.
18. Performs record keeping duties as required for maintenance of equipment, fire and emergency statistical data and other records.
19. Assists the Public Education Section by performing in-service training at schools, churches, civic groups, homeowner's associations, etc.
20. May conduct fire prevention and safety classes for individual citizens or groups.
21. Performs blood pressure checks at fire stations.
22. May perform work in a specified support Section within the department where specific assignments are made and reviewed by a superior officer.
23. Performs other related duties as assigned.

E. MATERIALS/EQUIPMENT USED

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1. Firefighting Equipment
2. Fire Apparatus
3. Emergency Rescue and Medical Equipment
4. Self-Contained Breathing Apparatus
5. Computer
6. Radios
7. Monitor/Defibrillator
8. Fire Alarm Systems
9. Other equipment of the department

F. MINIMUM QUALIFICATIONS REQUIRED

1. EDUCATION AND EXPERIENCE
 - a. High School diploma or GED, or
 - b. Any combination of education, training, and experience, which provides the required knowledge, skills and abilities, required for the job.
 - c. Completion of an approved Oklahoma State Paramedic Training Program or equivalent certification.
2. LICENSES AND CERTIFICATIONS (Depending upon area of assignment.)
 - a. Valid Oklahoma Driver's License
 - b. Oklahoma State Firefighter Certification
 - c. EMT Certificate
 - d. Oklahoma State Paramedic License.

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- e. National Professional Qualifications Certification
- f. Hazardous Materials Operations Level

G. KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOWLEDGE OF

- a. Principles and practices of firefighting techniques.
- b. Para-medicine sufficient to obtain and maintain required State and National Paramedic Licenses and Certificates.
- c. Hydraulics and fire pump operations.
- d. Operating and mechanical principles involved in the operation of fire apparatus, mechanical, electrical and/or allied equipment.
- e. Principles and practices of emergency medical services techniques.
- f. Basic laws and ordinances regarding outdoor burning by individuals and contractors.
- g. Department Operating Procedures Manual and Department Rules and Regulations.
- h. Computer applications related to the work.
- i. Applicable state, federal and local laws, rules and regulations.
- j. Record keeping, report preparation, filing methods, and records management techniques.
- k. Standard business arithmetic, including percentages and decimals.

2. SKILL IN

- a. Using tact, discretion, initiative and independent judgment within established guidelines.
- b. Apply proper paramedic procedures in keeping with County, State and departmental protocols while treating medical patients.
- c. Communicating clearly and effectively.

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3. MENTAL AND PHYSICAL ABILITIES

- a. Ability to understand and follow departmental policies, rules and instructions.
- b. Ability to learn Federal, State and local laws and regulations governing fire safety and advanced medical emergency in-field treatment.
- c. Ability to learn and perform accurate record keeping and report writing relating to paramedic and fire prevention/suppression related activities.
- d. Ability to learn firefighting techniques and methods and apply such information to specific situations.
- e. Ability to analyze situations and to take effective courses of action.
- f. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- g. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and so forth.
- h. Ability to establish and maintain effective working relationships with others.
- i. Ability to mitigate situations involving Fire Alarm Systems.
- j. Ability to remain calm and courteous and work in extremely stressful situations.
- k. Ability to operate associated equipment.
- l. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, smell, and lift and/or move up to 100 pounds.
- m. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

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H. WORKING CONDITIONS

1. While performing the essential functions of this position the employee is frequently exposed to extreme heat or cold, poor visibility, flames, smoke, wet or humid conditions, work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, contagious and/or infectious diseases, fumes or airborne particles, risk of electrical shock, and work with explosives.
2. Working time requires irregular hours and shift times.
3. Working conditions may be loud.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

END

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A. REPORTS TO

CAPTAIN

B. FLSA STATUS

NON-EXEMPT

C. JOB SUMMARY

Performs work in controlling and extinguishing fires, rescue and emergency medical services. May be assigned to various support Sections and specialized teams within the fire department when specific assignments are made and reviewed by a superior officer.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES (All responsibilities may not be performed by all incumbents).

1. Responds to fire calls, connects and lays hose lines, enters burning buildings with hose lines to operate nozzles and place streams of water on fires as directed.
2. Searches structures for victims and removes them from hazardous locations.
3. Performs first aid, emergency rescue and may provide medical treatment at the emergency scene.
4. Responds to accidents, disasters, emergency rescues, searches, and any other emergency situation as directed by superior officer.
5. Performs victim extrication from wrecked vehicles.
6. Operates chemical and hand extinguisher and similar equipment.
7. Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed.
8. Testifies in court on cases regarding fires or EMS responses.
9. Assists police with searches and traffic control at accident scenes.

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10. Performs salvage and overhaul at the fire scene; removes debris and fuel from scene after accidents or spills.
11. Performs pre-fire plans and completes associated paperwork.
12. Cleans and inspects all issued firefighting equipment, oils and cleans fire trucks, washes and cleans fire hoses, and assists in the maintenance of general cleanliness in and about a fire station.
13. May be required to drive engines, ladder trucks and rescue unit in absence of other personnel.
14. Conducts tours of fire station facility; provides directions to citizens as requested.
15. Performs specific tasks as directed in various phases of fire prevention, training and administration.
16. Performs record keeping duties as required for maintenance of equipment, fire and emergency statistical data and other records.
17. Assists the Public Education Section by performing in-service training at schools, churches, civic groups, homeowner's associations, etc.
18. May conduct fire prevention and safety classes for individual citizens or groups.
19. Performs blood pressure checks at fire stations.
20. May perform work in a specified support Section within the department where specific assignments are made and reviewed by a superior officer.
21. Performs other related duties as assigned.

E. MATERIALS/EQUIPMENT USED

1. Firefighting Equipment
2. Fire Apparatus
3. Emergency Rescue and Medical Equipment
4. Self-Contained Breathing Apparatus

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5. Computer
6. Radios
7. Monitor/Defibrillator
8. Fire Alarm Systems
9. Other equipment of the department

F. MINIMUM QUALIFICATIONS REQUIRED

1. EDUCATION AND EXPERIENCE
 - a. High School diploma or GED, or
 - b. Any combination of education, training, and experience, which provides the required knowledge, skills and abilities, required for the job.
2. LICENSES AND CERTIFICATIONS (Depending upon area of assignment.)
 - a. Valid Oklahoma Driver's License
 - b. Oklahoma State Firefighter Certification
 - c. Oklahoma State EMT License
 - d. National Professional Qualifications Certification
 - e. Paramedic Certificate (preferred)
 - f. Hazardous Materials Operations Level

G. KNOWLEDGE, SKILLS, AND ABILITIES

1. KNOWLEDGE OF
 - a. Principles and practices of firefighting techniques.

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CODE# 1.II.3.14	<ul style="list-style-type: none"> b. Hydraulics and fire pump operations. c. Operating and mechanical principles involved in the operation of fire apparatus, mechanical, electrical and/or allied equipment. d. Principles and practices of emergency medical services techniques. e. Basic laws and ordinances regarding outdoor burning by individuals and contractors. f. Department Operating Procedures Manual and Department Rules and Regulations. g. Computer applications related to the work. h. Applicable state, federal and local laws, rules and regulations. i. Record keeping, report preparation, filing methods, and records management techniques. j. Standard business arithmetic, including percentages and decimals. 	2. SKILL IN

- a. Using tact, discretion, initiative and independent judgment within established guidelines.
- b. Communicating clearly and effectively.

3. MENTAL AND PHYSICAL ABILITIES

- a. Ability to understand and follow departmental policies, rules and instructions.
- b. Ability to learn firefighting techniques and methods and apply such information to specific situations.
- c. Ability to analyze situations and to take effective courses of action.
- d. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- e. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and so forth.

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- f. Ability to establish and maintain effective working relationships with others.
- g. Ability to mitigate situations involving Fire Alarm Systems.
- h. Ability to remain calm and courteous and work in extremely stressful situations.
- i. Ability to operate associated equipment.
- j. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, smell, and lift and/or move up to 100 pounds.
- k. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

H. WORKING CONDITIONS

- 1. While performing the essential functions of this position the employee is frequently exposed to extreme heat or cold, poor visibility, flames, smoke, wet or humid conditions, work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, contagious and/or infectious diseases, fumes or airborne particles, risk of electrical shock, and work with explosives.
- 2. Working time requires irregular hours and shift times.
- 3. Working conditions may be loud.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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07-01-16	SUBJECT 3.15: FIRE EQUIPMENT TECHNICIAN	CODE# 1.II.3.15

A. REPORTS TO

AS DIRECTED BY THE FIRE CHIEF

B. FLSA STATUS

NOT EXEMPT

C. Civilian - Not subject to Collective Bargaining

D. JOB SUMMARY

Under limited supervision, would be responsible for the procurement, care and maintenance of applicable Fire Department tools and equipment, and PPE. Other duties would include the development and coordination of a comprehensive preventive maintenance policy/program for the entire fleet of fire department vehicles and apparatus, as well as procurement of expendable items within the field operations section.

E. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Composes purchase orders specialized letters, memos, ports, minutes, agendas, bid specifications, contracts, news releases, or other types of documents and correspondence on a word processor or typewriter.
2. Compiles, enters and manages data to track and ensure the longevity of special tools equipment and PPE.
3. Develops and maintains credentials to ensure compliance with applicable laws and industry standards for work performed on specialized equipment.
4. Maintains comprehensive filing system on work orders and equipment needs.
5. Organizes and coordinates assigned projects' logistics and resources to meet critical deadlines and maintain quality.
6. May assist in the formulation of the budget including typing, calculating, and coordinating completion; maintains budget records throughout the year, documenting balances, expenditures, transfers, and amendments; reconciles budget and prepares financial reports.

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7. Performs other duties as required.

F. MATERIALS/EQUIPMENT USED

1. Standard Office Equipment
2. Calculator
3. Computer with specialized software applications
4. Facsimile Machine
5. Computer Printer
6. Word Processing Equipment
7. Regular and Specialized Hand Tools

G. MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- a. Must have a high school diploma or equivalent.
- b. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

2. LICENSES AND CERTIFICATIONS

Valid Oklahoma Driver's License

3. KNOWLEDGE OF

- a. Correct business English, including spelling, punctuation and grammar.
- b. Basic arithmetic.
- c. Modern office methods, practices, and procedures.

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- d. Modern record keeping practices.
- e. The use of specified computer applications involving work processing, data entry and/or standard report generation.
- f. Standard office practices and procedures.
- g. Business letter writing and the standard format for typed materials.
- h. Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

4. SKILL IN

- a. Using word processing software and a familiarity of computer operations.
- b. Working independently on tasks
- c. Maintaining complex records, assembling and organizing data, and preparing summaries of reports from such records.
- d. Composing technical business letters and memoranda independently and from brief instructions.
- e. Making sound decisions in accordance with city practices.
- f. Establishing and maintaining effective working relationships.
- g. Making accurate diagnoses and repairs on specialized equipment.

5. MENTAL AND PHYSICAL ABILITIES

- a. Write reports, correspondence, and procedure manuals.
- b. Speak effectively before public groups and respond to questions. Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
- c. Define problems, collect data, establish facts, and draw valid conclusions.

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- d. While performing the essential functions of this job the employee is regularly required to work in a typical office environment, use standard office equipment, read printed material and a computer terminal/screen, and communicate in person and over the telephone.

H. WORKING CONDITIONS

The incumbent's working conditions are typically moderately quiet, sound levels could be elevated during cascade compressor operations. .

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. An essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

END

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	CHAPTER: II –DEPARTMENT ORGANIZATION	APPROVED BY: Jeremy K. Moore
9-12-2016	SUBJECT: 3.16 – TRAINING OFFICER-EMS	CODE# 1.II.3.16

A. REPORTS TO

TRAINING MAJOR-EMS

B. FLSA STATUS

NON-EXEMPT

C. JOB SUMMARY

The Training Officer shall be charged with the responsibility of delivering training primarily at the company level. Personnel in this position shall assist the Training Major's with the training needs of all fire department personnel and provide support in all functions in which the Training Officer is assigned or may be responsible for.

The Training Officer is assigned to a standard 40-hour work week, but may be called during off duty hours to attend large loss fires, special training, planning sessions, and be responsible for other duties as determined necessary by the Deputy Chief, Fire Chief or his designee.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Develops, maintains, and conducts a continuous program of didactic and practical exercises related to EMS throughout the year, also including in-field training, and other fire department related training.
2. Schedules all training with other current programs and with other Fire Department related training.
3. Assigns to appropriate personnel and monitors training programs and exercises to company personnel to be conducted at the station level.
4. Coordinates with Training Major-EMS on all EMS training and scheduling.
5. Provides initial training and orientation and supervises probationary firefighters, periodically tests their job knowledge and skills, performs periodic evaluations and submits recommendations to the Fire Chief on the employment status of probationary employees.
6. The Training Officer may be dispatched in place of the Training Major to all large scale incidents and to any other scene where his presence would be a benefit to the Incident Commander. He shall act in

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any capacity assigned to him by the Incident Commander, but his primary role on the fire ground will be to assess the training needs of the Department.

7. The Training Officer may, with the discretion of the Deputy Chief over Training or at the direction of the Chief of Department, prepare and administer various written and/or practical examinations regarding any aspect of firefighter related EMS skills and abilities. These tests will be designed to provide a basis upon which to administer training programs. For example, an EMS scenario may be delivered to determine the extent of training needed in those areas.
8. The Training Officer will aid the Training Major-EMS in development and specifications for the purchase of ambulances, EMS equipment, and medical supplies, when advising the Chief of the Department on such topics.
9. The Training Officer will assist the Training Major-EMS with the licensing of ambulances, ambulance service and the certification of personnel through the National Registry of EMT's and the Oklahoma State Department of Health.
10. Records and inventories of department medical supplies shall be kept on file in the Training Section and replacement of inventory shall be coordinated with physical resources.
11. The Training Officer will review overall quality assurance of all patient care issues. The Training Officer in conjunction with the Training Major-EMS will identify areas of quality improvement and develop processes that can be delineated through the training division.
12. Each month, the Training Officer will issue a training package to all groups. These packages will contain training evolutions that are to be delivered by the Company Officers to their personnel. Examples of this training include: Advanced airway techniques, IV therapy, and recognition of cardiac arrhythmias.
13. At least once each month, except summer months, all members are to be brought to a training site, whether at Headquarters or at an alternate location where they will receive instruction on a major topic. These programs will include any aspect of medical emergencies and will be conducted either in a classroom setting, on the drill ground, or a combination of the two. Types of in-service training programs would include: Capnography, continuous positive airway pressure devices and establishing safe helicopter landing zones.
14. The Training Officer will conduct or coordinate the initial and follow-up training on newly purchased equipment. If necessary, instructors from the factory or other outside agencies may be utilized to provide that training.

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15. The Training Section, in cooperation with the Medical Director, will procure information needed for the establishment of new protocols and procedures for the Broken Arrow Fire Department. These procedures will provide the basic guidelines for accountability during patient care and maintenance of specified equipment or will give step-by-step procedures for certain medical training evolutions.
16. Must attend classes, conferences and seminars related to the position as determined by the Deputy Chief, Fire Chief or his designee.

E. MATERIALS/EQUIPMENT USED

1. Department vehicles i.e. fire engines, squads, ambulances.
2. Radio equipment.
3. Long spine boards, scoop stretchers, auxiliary cots, all oxygen delivery systems, cardiac monitors, AED's, all intravenous equipment, patient stretchers, CPAP device, portable and hand held suction devices, impedance threshold devices, medication doses as well as indications and contraindications, all endotracheal and combitube devices, OB/GYN equipment, stair chair, bariatric tarp, hare traction splint, vacuum splints, all bag valve masks, laryngoscope, stethoscope, sphygmomanometer, triangular bandages, all wound dressing materials and burn sheets.
4. Audio/Visual Equipment.
5. Computer terminal, typewriter, and other office related equipment.

F. MINIMUM EDUCATION/EXPERIENCE/TRAINING

1. A thorough knowledge of modern firefighting methods, emergency equipment and emergency medical life saving techniques.
2. A thorough knowledge of federal, state, and local laws, contracts, and rules and regulations governing the Fire Department and Emergency Medical services.
3. Must currently hold and have been for three years at the rank of Firefighter or other equivalent training/experience as determined by the Fire Chief.
4. Must possess a valid Oklahoma driver's license and maintain insurability with a good driving record.

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5. Must possess or obtain certification of Fire Instructor I and II from Oklahoma State University Fire Service Training within one year of appointment or as soon as possible.
6. Must obtain and maintain Haz-Mat Operations Level certification.
7. Must currently possess and maintain a state and Nationally Registered Emergency Medical Technician Paramedic license. (NREMT-P)
8. Must have a high school diploma or equivalent and be willing to pursue higher education.

G. SKILLS AND ABILITIES

1. Must have the ability to develop and teach advanced medical training programs.
2. Must have the ability to work on own initiative without direct supervision and must have skill in applying management principles.
3. Must have demonstrated ability to make correct decisions under adverse conditions.
4. Must have demonstrated ability to follow both oral and written instructions.
5. Must have ability to effectively communicate with fellow officers, employees and present a positive public image.

H. WORKING CONDITIONS

1. Will primarily work in an office and in an instructional environment, however, at times also be exposed to the same environmental conditions to which firefighters are exposed.
2. Must at infrequent times perform firefighter duties and be subject to the same working conditions of other positions as may be necessary.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

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7-01-2020	SUBJECT: EMS Officer (Field Operations)	CODE# 1.II.3.17

A. REPORTS TO

BATTALION CHIEF

B. FLSA STATUS

NON-EXEMPT

C. JOB SUMMARY

The EMS Officer shall assist in operations to include: logistics support, narcotics replacement, ensuring EMS patient care reports are completed on a daily basis, serving as a liaison between QA/QI personnel and field paramedics, coordinating new paramedic field orientations, assisting Operations with EMS equipment maintenance scheduling and the orientation of personnel to new techniques and equipment. The EMS Officer shall serve as a department liaison to healthcare facilities and other EMS entities, serve as an experienced provider on-scene to assist line paramedics with patient care, support the incident commander on EMS and fire scenes, assist EMS training staff with training needs and new protocol implementation and evaluation.

D. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Support the logistical needs of ambulance crews. Responsible for emergency restocking of EMS supplies and the replacement of lost or malfunctioning EMS equipment.
2. Serves as the On-shift Narcotics Control Officer as outlined in the department's Controlled Dangerous Substance Policy. Obtains supply from the Staff Narcotic Control Officer and maintains narcotic officer log sheet for assigned inventory. Replaces narcotics when used by EMS crews.

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3. Coordinates with the Battalion Chief to ensure patient care reports are completed in a timely manner. Ensures that needed quality assurance corrections or addendums are made in a timely fashion. Works with the department's Medical Director and EMS training staff on quality assurance efforts.
4. Oversees the orientation and evaluation of new paramedics in cooperation with the EMS training staff and the Battalion Chief. Responsible for ensuring the documentation of field training and the progress and competence of new paramedics.
5. Coordinates the maintenance and repair of all EMS equipment with the Battalion Chief and EMS training staff.
6. Responds to high acuity and multi-patient EMS incidents to aid in emergency medical activities and perform as an experienced EMS provider or as directed by the incident commander.
7. Responds to all structure fires and performs assignments as directed by the incident commander.
8. Performs community paramedic tasks as needed. This may include non-emergency visits to the residences of high risk/ high frequency patients, post discharge follow-up visits for patients at high risk for readmission.
9. Serves as a liaison for hospitals, nursing facilities, and other agencies on matters related to EMS and high risk/ high frequency patients and non-emergency transfers.
10. In conjunction with the Medical Director and the EMS training staff, assist with the research, evaluation and implementation of new protocols, equipment, and techniques.

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11. Serves as the department's Exposure Control Officer and implements the department's Exposure Control Plan.
12. Perform other duties as assigned by the Battalion Chief or his designee.

E. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to operate both as a member of a team and independently, and as directed by a superior officer, at incidents of uncertain duration.
2. Ability to perform complex tasks during life threatening emergencies; faces life and death decisions during emergency conditions.
3. Ability to express oneself clearly and concisely, orally and in writing, to groups and individuals.
4. Assist Battalion Chief with the operations of emergency medical services.
5. Knowledge of all aspects of providing emergency medical care and transport.
6. Knowledge and understanding of Federal, State, and local laws governing the collection, use, and release of protected health information.
7. Knowledge of the department's Emergency and Administrative Operating Procedures.
8. Knowledge of the department's EMS Protocols as approved by the Medical Director.
9. Skill in using discretion, initiative, and independent judgment within established guidelines.

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10. Knowledge of the department's EMS Policies, including the Rehab Policy, Exposure Control Plan, and the Controlled Drug Policy.
11. Skill in accessing and manipulating the department's EMS patient care software.

F. MINIMUM QUALIFICATION

1. WORKING CONDITIONS/ PHYSICAL EFFORT
 - a. Work is primarily performed in an office, vehicle, and fire stations. Employee also engages in firefighting, rescue, and EMS activities and therefore is intermittently subjected to severe job hazards and mental stress.
 - b. Employee may occasionally perform functions that are physically and psychologically demanding. Moderate to heavy physical activity is required during firefighting, other emergency responses, equipment maintenance, and training activities. Emergency response duties include functions that require the employee to work at near maximal heart rate for prolonged periods of time. The required use of heavy protective equipment (including self-contained breathing apparatus) and exposure to hostile environments (i.e. heat from fire) contribute to this physical load.
 - c. Environmental factors the employee is exposed to and essential functions performed by the employee at emergency incidents include:
 - 1) Operate both as a member of a team and independently at incidents of uncertain duration.
 - 2) Spend extensive time outside exposed to the elements.

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- 3) Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- 4) Experience frequent transitions from hot to cold and humid to dry atmospheres.
- 5) Work in wet, icy, or muddy areas.
- 6) Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- 7) Wear personal protective equipment that weighs approximately 50 pounds while performing other tasks.
- 8) Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow up to 40 liters per minute.
- 9) Work for long periods of time, requiring sustained physical activity and intense concentration.
- 10) Exposure to grotesque sights and smells associated with major trauma and burn victims.
- 11) Make rapid transitions from rest to near maximal exertion without warm-up periods.
- 12) Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- 13) Use manual and power tools in the performance of duties.
- 14) Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of an operation.
- 15) Work in areas where sustaining traumatic or thermal injuries is possible.

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- 16) Face exposure to carcinogenic dust such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, and organic solvents, either through inhalation or skin absorption.
- 17) Face exposure to infectious agents such as Hepatitis B and HIV.
- 18) Perform complex physical and mental tasks during life threatening emergencies.
- 19) Ability to use a two-way radio in a clear and concise manner.

2. LICENSES AND CERTIFICATIONS

- a. Must possess and maintain a valid Oklahoma driver's license and have a driving record sufficient to meet and maintain a status of insurability with the City's insurance carrier.
- b. Must be State Licensed and National Registry Certified Paramedic.
- c. It is recommended to obtain and maintain Fire Service Training Instructor Level I and II.
- d. It is recommended that advanced pediatric resuscitation training be obtained.
- e. It is recommended that OSDH EMS Instructor certification be obtained.

3. EDUCATION AND EXPERIENCE

- a. Must have a high school diploma or equivalent.
- b. Must have a minimum of seven (7) years of continuous service with the Broken Arrow Fire Department.

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- c. Must have a minimum of five (5) years of field experience as a practicing BAFD Paramedic.

NOTE: This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this assignment. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

The EMS Officer of Field Operations shall be assigned to each of the three 24-hour shifts to fulfill the duties as outlined in the attached EMS Officer job description.

- A. Assignments shall be made from personnel who meet the requirements as outlined within the job description who undergo an internal selection process determined by the Fire Chief that shows the candidate's level of competency.
- B. The position of EMS Officer shall be an assignment and not a promotion and members fulfilling the assignment shall retain their current rank and paygrade.
- C. The Fire Chief shall have the authority to assign and remove members for performance issues as deemed appropriate. Once a member is removed from the assignment he/she shall no longer receive the stipend.
- D. The assignment of EMS Officer may not be a permanent assignment. Members who are assigned to these positions shall commit to fulfilling the assignment for a minimum of 12 months, after which members may request to be reassigned to their previous assignment as operation's vacancies occur within their pay grade and rank. The Fire Chief retains the authority to reassign members to their original shift and station upon completion of the assignment to EMS Officer.
- E. This EMS Officer shall increase the established minimum staffing and therefore personnel shall be called back to enable the Battalion Chief to fill the assignment on any given shift. Members assigned as this EMS Officer may be temporarily assigned to any other positions or apparatus on shift for the purposes of training, mentoring, or officer development; but in doing so another qualified person shall backfill for the temporarily absent EMS Officer (Field Operations). This shall not preclude them from operating in any capacity on the fire ground or other incidents as deemed appropriate by the incident commander.
- F. Members assigned as an EMS Officer shall be eligible for callback at the member's current rank of Firefighter/Paramedic, Lieutenant, or Captain.
- G. Members assigned as an EMS Officer shall be eligible for vacation as outlined in the current collective bargaining agreement.

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H. In the event that a short term vacancy in the assignment occurs due to leave, the Battalion Chief shall assign another member, who meets the requirements as outlined in the job description, to fill the assignment on a temporary basis. Members temporarily assigned as the EMS Officer shall receive working out of class compensation as provided for in the collective bargaining agreement then in effect. Only for the On-shift EMS Officer and solely for the purposes of working out of class compensation, shall he/she be eligible for hourly compensation rates equivalent to one pay grade above their current pay grade.

END

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07-01-16	SUBJECT: 3.18 – ADMINISTRATIVE SECRETARY	CODE# 1.II.3.18

A. REPORTS TO

AS DIRECTED BY THE FIRE CHIEF

B. FLSA STATUS

NOT EXEMPT

C. Civilian – Not subject to Collective Bargaining

D. JOB SUMMARY

This position is responsible for performing secretarial and clerical duties in support of department activities.

E. ESSENTIAL RESPONSIBILITIES AND DUTIES

F. MATERIALS/EQUIPMENT USED

G. MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE
2. LICENSES AND CERTIFICATIONS
3. KNOWLEDGE OF
4. SKILL IN
5. MENTAL AND PHYSICAL ABILITIES

H. WORKING CONDITIONS

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Greets and assists visitors; screens and forwards telephone calls; provides information; processes transactions and work requests; corresponds with crews by two-way radio.

Produces letters, memoranda, reports, payment authorizations, and other types of correspondence; inputs and verifies data; researches and verifies completed work orders to provide adjustments to water bills, upgrades for water taps, and legal documentation; processes purchase orders and requisitions.

Researches, compiles, sorts, and calculates data from files and other sources to prepare statistical reports.

Processes and enters a variety of personnel actions.

Designs, creates, maintains, and updates a variety of forms for departmental use; maintains calendar of appointments.

Categorizes and maintains manual and computerized filing systems; creates tracking system and forms; enters data; cross-indexes and files documents.

Notifies appropriate departments, organizations, utilities, or schools of street closings, utility cuts, water line breaks, and other emergencies.

Instructs the general public in Traffic Calming Program procedures.

Maintains office supply inventory.

Processes employee time sheets; researches Human Resource issues.

Performs other related duties as assigned.

Knowledge of relevant policies, regulations, and ordinances.

Knowledge of modern office equipment, practices, and procedures.

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Knowledge of city and department policies and procedures.

Knowledge of basic accounting and mathematics.

Knowledge of correct grammar and usage.

Skill in compiling data and preparing reports.

Skill in planning and organizing work independently.

Skill in establishing and maintaining files and records.

Skill in operating a computer, typewriter, calculator, copier, and facsimile machine.

Skill in interpersonal relations.

Skill in oral and written communication.

SUPERVISORY CONTROLS: assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department policies and procedures, personnel guidelines, building codes, city codes and ordinances, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related secretarial and clerical duties. The volume of work to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide secretarial support to the department. Success in this position results in the efficiency of office operations and the coordination of work between departments.

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PERSONAL CONTACTS: Contacts are typically with co-workers, other city personnel, vendors, school system personnel, utility representatives, contractors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and to provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Possession of or ability to readily obtain a valid driver's license issued by the State of Oklahoma for the type of vehicle or equipment operated.