



# CHENA-GOLDSTREAM FIRE & RESCUE

716 Chena Ridge Road, Fairbanks, Alaska 99709-5701  
(907) 479-5672

## **Closing Date: September 4, 2020 at 5:00pm** **POSITION DESCRIPTION**

**Job Title:** Shift Officer-Maintenance/Facilities  
**Status:** Regular Full-Time  
**Classification:** Non-Exempt  
**Salary:** \$55,000 - \$65,000 plus benefits, rank of Lieutenant or Captain DOE  
**Reports to:** Deputy Chief

**Positions supervised:** Career and Volunteer Emergency Service Personnel

### **POSITION DEFINITION:**

This is a non-exempt position reporting directly to the Deputy Chief or designee. The position provides initial response to fire, EMS, rescue and hazardous materials in the Chena-Goldstream Fire and EMS Service areas and establishes Command of the incident until relieved by a superior officer. Performs daily fire department business, facility & equipment maintenance and equipment checks. The position requires attendance at all weekly and assigned training classes and participates as an instructor. The Shift Officer must become certified to drive all fire department apparatus, be certified to perform firefighting duties at the level of Firefighter II and be authorized by the department to function at an EMT III-Advanced level or higher under the standing orders of the department physician sponsor and Fairbanks North Star Borough. This is a supervisory position for operational and educational issues and includes management, leadership and training responsibilities for all assigned personnel. Shift Officers may also function as Acting Battalion Officer. The position calls for working 8 hours per day/ 40 hours per week schedule or 48 hours on/96 hours off rotating work schedule. This individual is responsible for the efficient management and implementation of an effective fire training program for the department career and volunteer emergency service personnel. Typical activities include; Technical fire and emergency duties at all levels, including fire suppression, hazardous material, public education, emergency medical service, administrative and supervision.

## **JOB RESPONSIBILITIES AND TYPICAL DUTIES:**

- Assists Fire Chief in developing and justifying annual budget for apparatus and building maintenance
- Prepares, accurately enters, and maintains documentation and apparatus maintenance/repairs
- Performs, accurately documents and maintains records for annual apparatus pump testing
- Responsible for scheduling and documenting annual preventative maintenance for department apparatus and vehicles
- Prepares monthly mileage and hour reports for Fairbanks North Star Borough shop
- Schedules and coordinates any maintenance or repairs needed on ambulances with Fairbanks North Star Borough shop
- Schedules and coordinates any maintenance or repairs needed with outside vendors
- Performs, accurately document and maintains records for monthly building and facilities inspections
- Coordinates with contractors for repairs needed to department facilities and buildings
- Coordinates, accurately documents and maintains records for annual ladder testing
- Coordinates, accurately documents and maintains records for annual hose testing
- Coordinates, accurately documents and maintains records for annual hydrant testing
- Assists all levels of staff in personal training, proficiency and career tracks
- Communicates with training coordinators regarding training issues and assists in developing training solutions
- Supervises Career and Volunteer emergency service personnel
- Assists in carrying out the operations of the fire department
- Responds to emergency service calls and assists in the operations of emergencies to include entry and direction of emergency crews
- Operates as lead medic on emergency medical scenes when necessary
- The Shift Officer conducts annual performance evaluations of all personnel assigned to his/her shift
- Ensures departments General Policies, Safety Policies, Directives and Dept. Operating Guidelines are followed.
- Serve as Battalion Officer, a minimum of two (2) evenings per month, when not assigned to a 48-hour shift
- This position may be called upon to perform duties outside of regularly scheduled work hours when department manning, critical incidents or important department projects are in need
- Other duties as assigned by the Fire Chief or designee to assist with the daily operation and organization of the department or any other maintenance/facility needs

**QUALIFICATIONS:** Submit documentation with application to verify minimum qualifications

- Must have and be able to maintain a valid Alaska driver's license. Must meet insurance standards and maintain insurability under the Fairbanks North Star Borough's insurance policy. (A current copy of driving record will be required)
- High School diploma or equivalent
- Must be able to pass an annual department physical agility test
- 3 years' experience with a volunteer or combination career/volunteer organization
- Certified State of Alaska/IFSAAC Firefighter II
- State of Alaska Fire Instructor I certification (preferred), or with previous certification, able to obtain certification within one (1) year
- Fire Officer I or ability to obtain within one (1) year
- Current Emergency Medical Technician III or Alaska AEMT. (Paramedic training preferred)
- Must be checked off to drive all department apparatus and vehicles within 45 days
- Must become a lead medic within 45 days
- NIMS ICS 100, 200, 700, 800 or ability to obtain within 30 days, ICS 300 & 400 within (1) one year
- Physically fit to perform arduous emergency scene duties including entry into structure fires and lifting of patients at EMS scenes
- Ability to write comprehensive reports and to communicate with subordinates, superiors, and the community
- Demonstrated competency in the use of computers. (Word, Excel, PowerPoint, Imagetrend Elite or an NFIRS compliant program)
- Demonstrated ability to establish and maintain effective working relationships with management, coworkers, federal and state officials, public and private groups
- Must reside within 30 minutes of Station 42

**JOB CONTACTS**

- General Public
- CGFR Volunteer and paid emergency services personnel
- Fairbanks North Star Borough personnel
- Local, State and Federal elected officials
- Area fire departments and emergency services personnel
- University of Alaska Community and Technical College

**WORK ENVIRONMENT:**

- General office where conditions are pleasant, good and clean
- Ability to work at emergency scenes where hazards are present
- Ability to talk, hear, sit, stand, walk; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms. Ability to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. Ability to lift and or move up to 20 pounds and occasionally lift or move up to 50 pounds. Specific vision, peripheral vision, depth perception and the ability to adjust focus
- Ability to work in extreme heat and cold conditions