

September 10, 2009

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 17, 2009
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to change the title of the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
3008	Deputy Fire Chief	Battalion Chief	(M56)
3019	Deputy Fire Chief of Training	Division Chief of Training	(M02)

ITEM 2: Request to change the title of and revise the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
3024	Deputy Fire Chief of Maintenance	Division Chief of Maintenance	(M02)

ITEM 3: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
3020	Fire Captain	(F06)

ITEM 4: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
3028	Urban Search and Rescue Specialist	(C17) \$32,454.24 – \$41,441.92	(C23) \$37,575.20 – \$47,983.52

ITEM 5: Election of Chair.

ITEM 6: Election of Vice-Chair.

ITEM 7: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
Niles Ford

~~DEPUTY FIRE~~ DIVISION CHIEF OF MAINTENANCE

NATURE OF WORK

This is responsible administrative and supervisory work directing and coordinating the maintenance and repair of all fire apparatus and ambulance vehicles and related equipment.

Work involves responsibility for planning, assigning, and supervising the maintenance and repair of both automotive and diesel fire apparatus and ambulance vehicles and instructing fire department personnel in their operation. Work also involves scheduling and conducting hose and pump testing procedures, aerial ladder certification, and self contained breathing apparatus maintenance and repair; assisting in the preparation of specifications for the purchase of new equipment; maintaining a schedule for preventive maintenance of all fire apparatus and equipment; and maintaining records of completed repair and maintenance projects as well as budgetary expenditures. Supervision is received from ~~the~~ an Assistant Fire Chief with work being reviewed in the form of conferences and effectiveness of the total operation of fire apparatus and ambulance vehicles and related equipment. Supervision is exercised over subordinate Fire Equipment Mechanics.

EXAMPLES OF WORK PERFORMED

Supervises, assigns and reviews the work performed by mechanics engaged in the repair and maintenance of both automotive and diesel fire apparatus and ambulance vehicles.

Schedules and conducts hose and pump testing procedures and aerial ladder certification; and instructs fire department personnel in the operation of fire equipment.

Assists in preparing specifications for the purchase of new equipment.

Maintains a preventive maintenance schedule on all fire apparatus and ambulance vehicles and equipment.

Maintains computerized records of completed repair and maintenance projects as well as budgetary expenditures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the design, construction, repair and maintenance of a wide variety of both conventional and specialized automotive, diesel fire, and ambulance vehicles.

Thorough knowledge of the usual types of automotive tools and equipment, as well as the specialized tools, gauges, machinery and shop equipment utilized in the repair, servicing and maintenance of both automotive and diesel fire equipment including the use of gas and electric welding equipment.

Considerable knowledge of the operation of different types of automotive testing equipment.

Ability to maintain computerized records of repairs, time and parts utilized in the repair and maintenance of automotive, diesel fire apparatus and ambulance vehicles

Ability to supervise and assign the work performed by subordinate Fire Equipment Mechanics engaged in the repair and maintenance of automotive, diesel fire and ambulance vehicles

Ability to establish and maintain effective working relationships with subordinates and other employees.

Ability to follow both oral and written instructions.

Ability to determine the cause of fire and ambulance vehicle malfunction.

Skill in the use of instruments and tools utilized in the repair and maintenance of automotive, diesel fire and ambulance vehicles.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, automotive and/or diesel mechanics or related field plus considerable experience as an automotive and diesel mechanic involving supervision over the repair and maintenance of heavy duty automotive and diesel equipment. Automotive Service Excellence (A.S.E.) certification.

MINIMUM QUALIFICATIONS

Graduation from a ~~senior high school or equivalent supplemented by an accredited~~ vocational or technical school training in the field of college with an associated degree in fire science or technology; or automotive and/or diesel mechanics, or related field plus experience as an automotive and diesel mechanic involved in the repair and maintenance of heavy duty automotive and diesel equipment; plus experience performing firefighting activities including some experience in a supervisory capacity not lower than Fire Captain; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements, as well as length and type of service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid ~~State of Nebraska~~ driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

_____ Automotive Service Excellence (A.S.E.) certification.

_____ Completion of the following Captain Certification courses: A) Training Methods and Procedures; B) Fire Officer I; and C) Fire Officer II.

_____ Possession of State of Nebraska certification as a Fire Fighter I or equivalent.

_____ Possession of a valid Nebraska Emergency Medical Technician or Paramedic certificate at time of appointment is necessary to the satisfactory performance of assigned duties.

_____ Possession of State of Nebraska certification in Hazardous Materials Operations.

Approved by: _____
Department Head

Personnel Director

Class Code Change: 8/95

Revised ~~04/02~~ 08/09

PS3024

FIRE CAPTAIN

NATURE OF WORK

This is technical work ~~instructing firefighting personnel supporting fire department programs and projects, as assigned, within the Fire Department training program.~~

Work involves assisting the ~~Deputy Fire Chief of Training Officers of the department~~ in the planning and development of ~~the overall fire department training programs, and projects including: conducting classroom and drill activities fire department and urban search and rescue training at training sites and fire stations, urban search and rescue equipment management, geographic information system management, and other assigned projects.~~ Work also involves evaluating fire department personnel in the performance of drills; assisting in the administration of examinations to fire department personnel; maintaining daily training records and examination scores reflecting each employee's individual performance; and coordinating a variety of public awareness and public education programs. Supervision is received from ~~the Deputy Fire a Chief of Training Officer~~ with work being reviewed in the form of the overall effectiveness of the delivery of firefighting, medical emergency services, ~~and ambulance services, and other services as assigned.~~

EXAMPLES OF WORK PERFORMED

Assists ~~the Deputy Fire a Chief of Training Officer~~ in the planning and development of the overall fire department and urban search and rescue training program.

Assists in researching, developing and implementing curriculum for desired training programs; conducts research on assigned subjects and prepares reports based on findings.

Conducts classroom training and simulated drill activities at training sites and fire stations.

Assists in the development of public awareness and public educational programs; assists in the research and development of educational and informational materials.

Assists in evaluating fire department and urban search and rescue personnel in the performance of drills; assists in administering examinations to fire department personnel.

Maintains daily training records and examination scores for each member of the Fire Department and urban search and rescue.

Maintains urban search and rescue equipment and assets and documents for ongoing readiness of a FEMA task force.

Develops GIS data and maps as directed to support the mission of the department.

Performs related work as assigned and required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of firefighting methods, fire equipment and fire prevention.

Considerable knowledge of the use and maintenance of modern firefighting equipment.

Considerable knowledge of departmental policies and regulations, as well as the laws and ordinances affecting fire department operations.

Considerable knowledge of Geographic Information Systems and supporting data bases.

Considerable knowledge of the operation and responsibilities as a member of a FEMA US&R task force team.

Considerable knowledge of fire prevention codes, policies and practices.

Considerable knowledge of emergency medical treatment as well as skill in its application.

Knowledge of modern educational, training and research techniques, methods and procedures.

Ability to analyze and interpret data and to submit and review reports upon analysis.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in fire science, fire technology, education, public administration, business administration or related field and considerable experience performing firefighting activities at a level above that of a firefighter. Experience as a member of a FEMA US&R task force. Experience with data bases and geographic information systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, and experience performing firefighting activities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements as well as length and type of fire service requirements as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid ~~State of Nebraska~~ driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a valid Nebraska Emergency Medical Technician or Paramedic certification at time of appointment is necessary to the satisfactory performance of assigned duties.

Possession of a valid Nebraska Instructor's Certificate, or equivalent certification, within six (6) months of appointment.

Approved by: _____
Department Head

Personnel Director

8/97

Title Change: 08/01

~~Revised: 04/02~~

Title Change: 8/2004

Revised: 8/2009

PS3020