

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.02: Staffing - Administration & Support
Supersedes:



Approved By:

Date: August 31, 2005

Page: 1 of 4

PURPOSE:

To provide an overview of staffing procedures and requirements for purposes of fire department administration and support.

RESPONSIBILITY:

All members shall become familiar with and adhere to the policy, and remain refreshed and familiar in the correct use and application thereof.

PROCEDURES:

SUPPORT PARAMETERS

An efficient and effective concentration of staffing will be provided to meet support level objectives. Such objectives may vary in range, intensity and type and will be established and performed to answer the needs of the categories:

- Clerical
- Communication
- Emergency/Disaster Management
- Fire Investigation
- Fire Prevention/Life Safety
- Information Management
- Maintenance
- Public Education
- Special Teams & Projects
- Training

Command staff persons, officers and members will continually assess how support categories may change or develop. Service, analysis, development/planning, implementation, personnel and cost/benefit will determine how support objectives may be formulated and/or modified.

Staffing resources may be complemented and supplemented from time to time by the use of contractual or outside resources. Such resources may include, but are not limited to, state, regional or local resources, manufacturers, vendors, contractors, professional specialists, technical specialists and vocational resources.

Subject: Staffing - Administration & Support

Date: August 31, 2005

Page: 2 of 4

ASSIGNMENTS & CRITERIA

General

All members operating as support persons shall complete their prescribed essential job functions with all of their requisite knowledge, skills and abilities in an efficient and effective manner. The use of support persons will be accomplished in a manner to support the mission, goal and objectives of the fire department in the attainment of identified service level objectives.

As needed, certain career, special and/or part time persons may be utilized to provide necessary support functions. Examples of such functions may include, but is not limited to, those positions described below, and such others as fire service professionals, emergency medical service professionals, rescue service professionals, chemical and/or biological industry professionals, state, regional or local government officials, administration/business/management professionals, manufacturers, contractors, professional specialists, technical specialists, and/or educators/instructors/trainers.

As directed or agreed upon, members shall regularly meet with their respective supervisor to review work performance, assignments, objectives, efficiency and effectiveness.

Clerical-Records Clerk

A civilian, under direction, that performs office related functions, including typing, filing, answering telephones, greeting and directing the public, inputting data into computer files and performing related tasks.

Clerical-Secretary

A civilian, under direction, that performs a variety of secretarial duties and tasks that requires some exercise of judgment in the application of prescribed procedures and may act independently on routine matters, using knowledge of the field of work.

Communication-Fire Alarm Operator

Civilians that under general direction, are responsible for the effective, efficient operation of all departmental communications equipment, including the dispatching of fire, medic, and other emergency and non-emergency incidents. Also maintains a record/log of all activities, maintains all necessary department records, as assigned or made a part of their regular duties, and performs other duties as required and assigned.

Emergency/Disaster Management

Civilian or sworn personnel, under direction, that are responsible to assist with the management and necessary ongoing operations to intervene in and mitigate conditions and circumstances relevant extra ordinary incidents and events. Applies and maintains the highest level of service, knowledge and expertise to bring the incident to logical conclusion. Personnel would possess the knowledge, skills and abilities described herein, as well as those outlined in emergency staffing operations policy.

Fire Investigation

Civilian or sworn personnel, under general direction, that are responsible for the effective and efficient operation and conduct of a fire investigation. Such work may include, but is not limited to, the

Subject: Staffing - Administration & Support

Date: August 31, 2005

Page: 3 of 4

operation of any necessary equipment, files, procedures and conduct in pursuit of the investigation, in accordance with nationally recognized standards.

Fire Prevention/Life Safety-Certified Fire Safety Inspector (CFSI)

A civilian, trained as a Certified Fire Safety Inspector. Under the direction, authority and responsibility of the fire department, Washington Township and state law is responsible for fire inspection involving new and existing structures and processes. Assists with fire protection inspections, acceptance tests, and any other fire safety tests and checks. Assists with other Fire Prevention Bureau duties as necessary or assigned.

Fire Prevention/Life Safety-Plans Examiner/Inspector

A civilian, under direction, that is responsible for all types of fire inspection, plans review duties, and for resolving complex code related issues. Assists with other Fire Prevention Bureau duties as necessary or assigned.

Information Management-Computer Specialist/Technician (CST)

(Refer to Washington Township procedures and policy for use of such persons on an interim and ongoing basis.)

Instructor

A civilian or sworn person, trained and qualified to instruct, train or otherwise educate as an instructor. Dependent upon classification, the instructor is under either general supervision or direction, to either perform, or be responsible for the training and education of personnel, as assigned, directed or otherwise agreed upon. Dependent upon classification or assignment, the person may supervise a small support crew.

Maintenance-Hydrant Inspector/Painter

A civilian under general supervision, inspects and paints fire hydrants, performs custodial services and equipment maintenance, completes deliveries and pickups and performs related tasks.

Maintenance-Mechanic I & II

Dependent upon classification, civilians that are under either general supervision or direction, to either perform, or be responsible for, the unskilled and skilled work to repair and maintain a variety of apparatus, vehicles or specialized equipment, and may also complete specified building maintenance duties. Dependent upon classification, the person(s) may supervise a small work crew.

Public Education-Public Information/Education Specialist

A civilian, under direction, is responsible for developing, providing and managing a public information and education program for the fire department.

Quartermaster

A sworn person, under general supervision, charged with the responsibility to recommend, accept, receive, disburse and otherwise perform the necessary functions to keep departmental members clothed in uniforms and protective clothing, as well as issued equipment assigned to the Quartermaster's responsibility.

Subject: Staffing - Administration & Support

Date: August 31, 2005

Page: 4 of 4

Special Teams & Projects-General

Civilian or sworn personnel, under direction, that may from time to time be engaged to operate in a special manner that uses their special expertise, knowledge, skills or abilities to meet either support or service level objectives. The vast array of specialties may include, but are not limited to, EMS Bicycle Team members, quality assurance consultations, Line of Duty Death organization and operation, and tasks forces (e.g. Continuity of Operations following a disaster).

Special Teams & Projects-Part-Time Volunteer Coordinator

A civilian, under general direction, is responsible for planning, developing, implementing and coordinating recruitment and retention programs for part-time on call members. Will serve as an ombudsman for on call members and as a liaison between fire administration and on call members.

WORK SCHEDULE

Support persons will perform duties and responsibilities as prescribed by job description and assignment. Working in support of an emergency services organization may require that hours worked, frequency, duration and day of the week may all vary with the duties and responsibilities. Job analysis and assessment will be completed to assure that compliance with Washington Township Policies and Procedures, applicable State of Ohio provisions and federal Fair Labor Standards Act is attained.

Overtime use will occur when it is necessary to have career member's work over and above their regularly scheduled work hours. Scheduling of such hours may be the results of filling vacant work hours, providing relief to other personnel and/or supplementing other personnel. Career persons will be scheduled for overtime in accordance with Career, Non-exempt Personnel Overtime policy and collective bargaining agreement. Overtime for part time members will only occur in accordance with Washington Township Part Time Personnel Policies and Procedures. Under no circumstances shall any part time member schedule or work more than 1,500 hours per calendar year.

Support persons outside the employ of the fire department, but legally engaged to provide work services, will perform duties and responsibilities as prescribed by assignment and instruction on a scheduled basis that is known to all parties previous to the engagement commencing.

References:

Washington Township

Full Time Personnel Policies and Procedures

Part Time Personnel Policies and Procedures

Washington Township Fire Department

103.03 Staffing-Emergency Operations

105.04 Career, Non-exempt Personnel Overtime