

Fort Oglethorpe Fire & Rescue

Safety and Training Division

Training Guidelines and Position Descriptions

Note: The Chief of the Department has the authority to supersede any requirements as needed.

Revised and Implemented 06-08-09

MINIMUM STATION TRAINING STANDARD SUMMARY

It is the goal of the department, to have all firefighters and officers meet or exceed the requirements of the Georgia Firefighters Standards and Training Council (GFSTC) as it relates to volunteer and certified firefighters under the current guidelines dictated by this agency (see attached flow chart). The annual training curriculum will be designed to meet those requirements as set forth.

It is the station training officer's duty to ensure that all of his/her firefighters and officers are meeting the requirements as set forth by the Assistant Chief of Safety and Training and approved by the Chief of the Department. If a member fails to meet the minimum training requirements all efforts will be made to assist the member in meeting the requirements.

In addition, to the base requirements there are additional annual requirements for the following ranks:

- **Relief Driver Candidates**
- **Apparatus Operators**
- **Officers**
- **Emergency Medical Technicians**

The above classifications are required to complete additional requirements for the above designations. Please see the attached flow chart for additional information on the requirements.

Our goal is to be a department of distinction. It is recognized that we can achieve these goals through our dedication to training and development of our firefighters and officers. If you have any questions after review please contact your station training officer and/or training coordinator.

This will serve as the base guideline. Each station has the right to require additional training and requirements as long as the base requirements are achieved.

Note: The Chief of the Department has the authority to supersede any requirements as needed.

MINIMUM REQUIRED TRAINING HOURS / REQUIREMENTS

The following is a list of minimum annual training hours required for Fort Oglethorpe Fire & Rescue personnel. There is a quarterly training requirement that must be achieved by each member of the department. The annual requirement is **120 hours** of training as specified below. Use the appropriate training report form for each category to report the hours.

I. Base hours required: 120 of which must be accomplished as follows:

- **Each member must complete 30 base hours per quarter**
 - This can be accomplished as follows:
 - Thursday night drills or Tuesday day drills
 - Departmental sponsored weekend training
 - NFA,GFA,GEMA or other approved outside training courses
 - Other approved training as authorized by the Station training officer or designated coordinator.
 - NOTE: The base 30 hours must be directly related to fire operations and/or related activities such as ICS etc. Additional training hours such as for EMT training will not be counted until the base 30 hours have been obtained.
 - Failure to meet quarterly training requirements:
 - If a member fails to meet the 30 hour minimum for a given quarter they will be placed on probation.
 - If the member fails for a second consecutive quarter to not achieve the required 30 hours they will be removed from the suppression division and placed in the service unit.
 - Once placed in the service unit the member cannot return to operations until they have completed the following:
 - Complete the thirty hours of training that was deficient from the previous quarter.
 - Earned an additional 30 training hours

II. Multiple Department Drills (Automatic Aid)

- A. 8 hours per year

The following hours are in addition to regular training hours as outlined.

III. Relief Driver/Apparatus Operators

- A. Must have an MVR check conducted and be approved as per the MVR approval guidelines (see page 5).
- B. Must successfully pass (All Negative results) a drug test.
- C. Must successfully complete the departmental EVOC course (National Safety Council CEVO).
- D. Must obtain the appropriate drivers license as specified in the “FOFR Driver Operator Handbook”

- E. Must successfully complete the FOFR driving practical exam and must be checked-off on each piece of apparatus that they will operate by the station training and station officer.
- F. Must complete the road course on each piece of apparatus that they will operate by the station training and station officer.
- G. Must complete the following pump practical's below utilizing the testing forms as found in the "FOFR Driver Operator Handbook".
 - o Practical 1:
 - o Practical 2:
 - o Practical 3:
 - o Practical 4B:

NOTE: The training officer must submit a written memo indicating what apparatus the driver is authorized to operate (Must have the Station Captains signature). In addition, to the practical forms for the driving and pump practical's.

- H. For any vehicle requiring a Class B or above driver's license, they must also complete 40 hours of supervised driving with a sergeant or above or the station officer's designee before being given relief driver status. All driving time must be logged by the driver.
 - o The above mentioned log must be submitted to headquarters after completed.
- I. For any vehicle that can be driven with a Class C driver's license, they must also complete 6 hours of supervised driving with a sergeant or above or the station officer's designee before being given relief driver status. All driving time must be logged by the driver.
- J. **After the above are received the member will be granted relief driver status.**

IV. Current Driver/Apparatus Operators

- A. Must complete the following **annually** (Must be completed by the end of the 4th quarter of each year):
 - o FOFR drivers practical evaluation as outlined in the "FOFR Driver Operator Handbook." To be conducted by the station training officer.
 - o Must complete the pump practical's utilizing the testing forms as found in the "FOFR Driver Operator Handbook".
 - o Completion of an approved EVOC course.
 - o Must have an MVR and Drug check conducted and be approved as per the MVR approval guidelines (see page 5).
 - o Failure to meet quarterly training requirements: If a member fails to meet the requirements by the end of the fourth quarter they will not be allowed to operate any vehicle until the requirements are satisfied.

V. All Officers

- A. Must complete 12 hours of continuing education a year as provided by the Training Division.

VI. Emergency Medical Technicians and Paramedics

- A. Must meet the annual re-certification requirements as currently outlined by the

Additional Suppression Division Requirements

VI. Core Competency / Physical Agility Requirements

- A. Each member to remain an active member assigned suppression duties must complete the annual core competencies / Skills Maintenance Annual Re-certification and physical agility evaluation as provided by the Georgia Firefighters Standards and Training Council.
- This must be completed before the end of the calendar year.
 - If a member fails to complete the core competencies re-certification and physical agility evaluation by December 31st will be placed on non-suppression related duties within the support section.
 - If the member fails to successfully complete either the core competencies and/or the physical ability evaluation they may re-take either evaluation at any time that it can be scheduled with his/her training officer.

VII. Support Services

- A. Each member to remain an active member assigned to the Support Services Division must complete the requirements below.
- 16 hours of annual training
 - 4 hours per quarter
 - Topics to include: Air / Light Operations, Rehabilitation, Scene Safety, Equipment familiarization etc.
 - If a member has driving privileges they must meet the additional requirements below:
 - Must have an MVR check conducted and be approved as per the MVR approval guidelines (see page 5).
 - Must successfully pass (All Negative results) a drug test.
 - Must successfully complete the departmental EVOC course (National Safety Council CEVO).
 - Must complete a driving test administered by the coordinator of the Support Services Division.

VIII. Service Unit

- A. This unit is established for the following members:
- a. Members that have failed to meet their required training requirements as dictated in **Section I**.
 - b. Those members that have been removed from the suppression division by the Medical Officer.
- B. This unit will serve at the direction of the Assistant Chief of which their duties will include the following of which they will be granted training credit:
- a. Pre-plan review and updating
 - b. Fire prevention activities

- c. Hydrant maintenance
- d. Other tasks as assigned
- C. Once placed in the service unit the member will not be allowed to return to the Suppression Division until they have either achieved the required training hours and/or been cleared by the Medical Officer.

VIX. Special Operations Unit

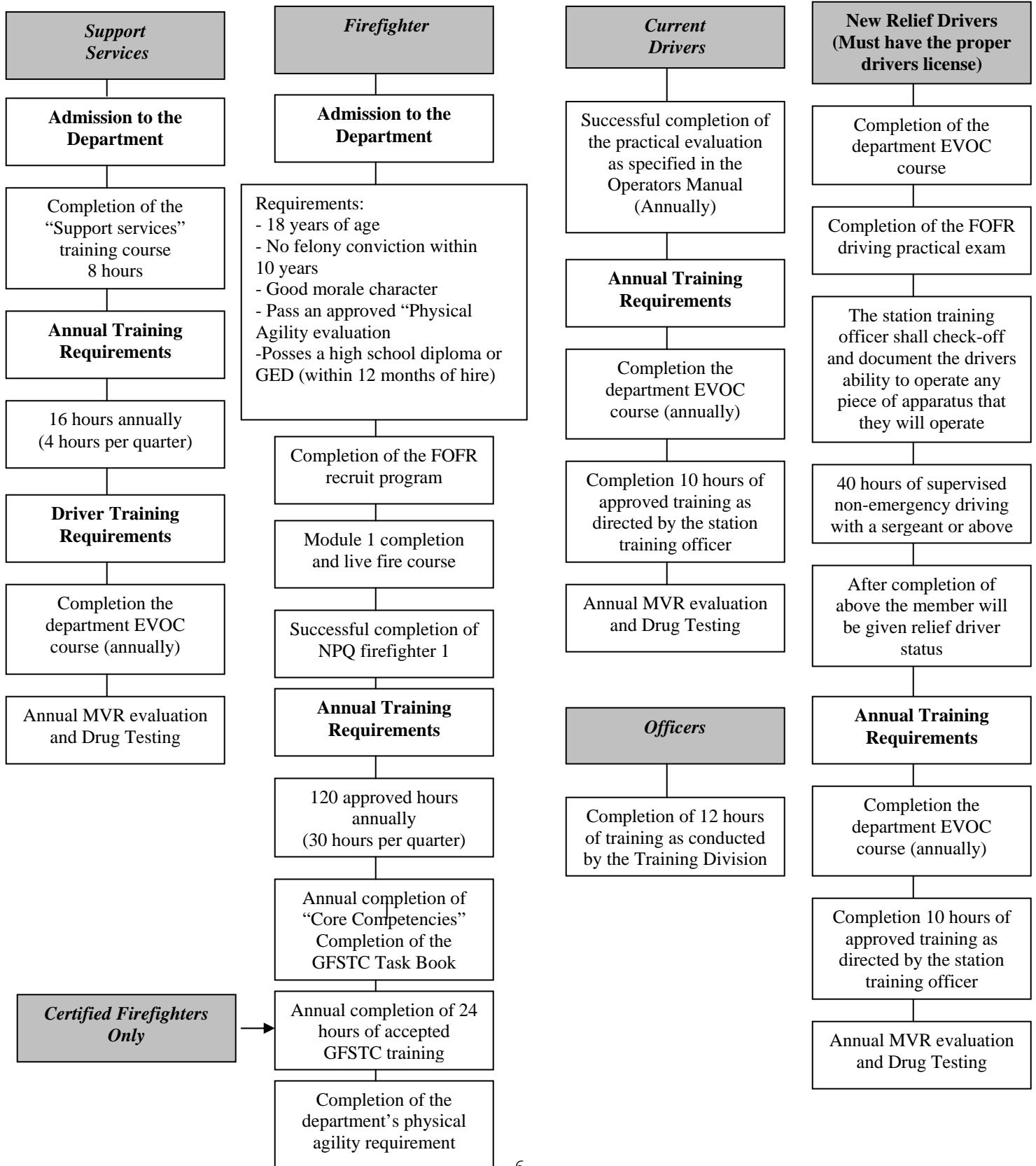
- B. To be added soon.

MVR Requirements

A Department of Motor Vehicles Driving Record Report (commonly referred to as a MVR) review, should be completed for every new relief driver before being allowed to operate any owned or leased departmental vehicle. In addition, to the requirement for relief drivers all drivers must have an MVR completed and approved on an annual basis.

1. MVR Requirements
 - a. All relief drivers must have an MVR check performed and be approved before being allowed to operate department owned or leased vehicles.
 - b. All drivers must have an annual MVR check performed and be approved before being allowed to operate department owned or leased vehicles.
2. MVR Approval Criteria
 - a. The MVR evaluation will cover a three year period of which the driver cannot have more than three (3) Class B violations and no Class A violations.
 - i. If the member exceeds the requirements above they will be suspended from driving any department owned or leased vehicle until such time that they will be able to meet the MVR requirements.
 - b. Definitions
 - i. Examples of Class A violations
 1. Driving while intoxicated or under the influence
 2. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
 3. Operating during a period of suspension or revocation
 4. Using a motor vehicle for the commission of a felony
 5. Operating a motor vehicle without owner's authority
 6. Permitting an unlicensed person to drive
 7. Reckless driving
 - ii. Examples of Class B violations
 1. Class B violations are any moving violation or point carrying violation, not considered a Class A violation. These types of violations would include speeding, traveling too fast for conditions, unlawful lane change etc.
 - c. Criteria
 - i. If the member fails to meet the above requirement they will not be allowed to operate any department owned or leased vehicle until the above requirements can be met.
 - ii. If a member fails to meet the above requirements in regards to Class B violations they will not be able to operate any departmental owned or leased vehicle for 1 year. The member will also have to complete a department approved driving course.

MINIMUM REQUIRED TRAINING HOURS / REQUIREMENTS
Quick Reference Chart



TRAINING REPORTS

Drill Rosters

Drill rosters shall be printed for each training session and signed by all individuals present. The drill roster will be submitted to administration to be entered into the computer by 0800 the following day. If drill rosters are not turned in on time or if they are incomplete, no credit will be given. Corrective action may be given to the training officer for delinquent rosters.

Individual Training Forms

All personnel completing individual training or approved self-study shall complete a Training Authorization Form, this form shall be signed appropriately and submitted to administration for computer entry. The forms shall be submitted in a timely manner and not held and submitted together with other forms. Any individual not submitting forms in a timely manner will not be given credit for those training hours. Individuals should consult the training division for approved individual training.

MINIMUM STATION STANDARDS TRAINING OUTLINE

A training calendar will be published by the training division detailing departmental multi-company drills. In addition, to multi-company drills there will be numerous company drills scheduled to be utilized as deemed appropriate by the Station Training Officer / Coordinator. Each Station Training Officer / Coordinator shall be responsible for planning and conducting company training.

When possible practical training should be utilized for company level training. This better prepares individuals for performance of duties in emergency situations. Approved methods of training and approved training materials should be utilized. If the need arises for company training to be conducted out of territory the Assistant Chief of Safety and Training should be consulted prior to help with logistics.

PROMOTIONAL TESTING

The minimum qualifications will stand as written in the promotional flow chart (see page 10). Qualifications for each rank must be reviewed and all requirements achieved prior to submission of the “Promotional Testing” form. The Station Training officer is responsible for ensuring that all requirements have been achieved and for the completion of the “Promotional Testing” form. All forms must be signed off by the Station Officer prior to submission to Headquarters.

Written Exams

Testing will be schedule as soon as possible after the final authorization and verification of the “Promotional Testing” form. The party requesting the test will be contacted by Headquarters to schedule a time for the exam to be given. Note: The testing can be postponed our re-scheduled depending upon operational issues at the time.

Unless authorized in advance, all written tests will be taken at Headquarters. The results of the written testing can only be authorized for release by the Assistant Chief of Safety and Training. All efforts will be made to release the results of the test as soon as possible. Again, all efforts will be made to release the results as soon as possible but the proper results release protocols will be followed without exception.

The passing score on ALL written exams is 80%. All exams will also have a 30-day retake period with the exception of the Lieutenants exam which will only be offered annually.

All test results will be released to the Station Training Officer / Coordinator for communication to the member. The Station Training Officer / Coordinator will be allowed one opportunity to go over the exam with the member. This review has to take place at Headquarters due to the need to keep all testing materials in a controlled environment. Upon completion of the review all materials must be returned for proper filing.

<p style="text-align: center;">Testing Schedule All tests to be administered at Headquarters</p> <ol style="list-style-type: none">1. Monthly<ol style="list-style-type: none">a. Private, Corporal2. Quarterly<ol style="list-style-type: none">a. Sergeant3. Annually<ol style="list-style-type: none">a. Lieutenant <p>NOTE: Unless otherwise ordered the written and practical testing will occur on the same day.</p>

All tests will be graded by the Assistant Chief of Safety and Training or his/her designee. Results **WILL NOT** be released until verified by the Chief of Training. The passing score for all written and practical exams is 80%. Pass or fail, the firefighter will be notified as soon as possible after the test is completed.

Covered Material:

- Rookie
 - All chapters of the IFSTA “Essentials of Firefighting 4th edition”
 - CPR / First Aid
- Private
 - All chapters of the IFSTA “Essentials of Firefighting 4th edition”
 - Emphasis on Fire Behavior, Building Construction, Rescue and Extrication, Fire Streams, Hose and Ventilation.
 - IFSTA “First Responder” text
 - Chapters as assigned by the Department Medical Officer
 - Communications SOG
- Corporal
 - All chapters of the IFSTA “Essentials of Firefighting 4th edition”
 - All chapters of the IFSTA “First Responder” text
 - Fire Command by Alan Brunacini
 - Fire Service Customer Service by Alan Brunacini
- Sergeant
 - IFSTA Fire Apparatus Operator
 - FOFR Driver Operator Handbook
 - IFSTA Safety Officer Handbook
- Lieutenant
 - Fire Command by Alan Brunacini
 - Fire Service Customer Service by Alan Brunacini
 - All chapters of the IFSTA “Essentials of Firefighting 4th edition”
 - All SOG’s
 - Tactics and Strategy by John Norman
 - IFSTA Company Officer
 - IFSTA Hazardous Materials

Practical Testing

No practical exams can be given until the written testing has been successfully completed.

The following ranks have a practical component that must be completed for a member to be eligible for promotion.

- Rookie
- Private
- Corporal
- Sergeant
- Lieutenant

Each Station Training Officer is authorized to administer practical testing for all ranks except Lieutenant. When administering all practical’s the proper form must be utilized and properly filled out and submitted to headquarters.

All practical testing is Pass / Fail. If a member fails a practical they must wait 30 days before being allowed to re-take.

PROMOTIONAL FLOW CHART

Recruit Acceptance Guidelines

1. Approval of the Fire Chief
2. Approval of Membership Cmte.
3. Approval of Station Officer
4. Completion of FOFR Physical Agility Test (PAT).

**If the candidate fails the PAT they must wait 30 days before re-taking.

Recruit (Non-Suppression)
FOFR Recruit Exam
(Issued Turnout Gear)

Rookie
Recruit to Rookie Exam, Practical and
Completion of NPQ Firefighter I
(Issued Department T-Shirts)
Passing score 80% (30day retest)
Must complete Module 1 within one year

If the member is unable to complete the Module 1 testing within one year they shall be placed in a non-suppression position.

Private
Must complete 6 months as a Rookie
FOFR Privates Exam and Practical
(Issued Class A & B Uniforms)
Passing score 80% (30day retest)

Private (Option)
GFA Module I and II
And 3 months as a rookie and completion of
the FOFR Privates exam
(Issued Class A & B Uniforms)

Corporal (First Class FF)
Must complete 1 year as a Private
FOFR Corporals Exam
Passing score 80% (30day retest)

Relief Driver Requirements

- Must obtain a Class A drivers license
- Must meet the Relief driver requirements found in this guideline.

Sergeant
Must complete 1 year as a Corporal
And 1 year as a relief driver
FOFR Sergeants Exam and Practical
Passing score 80% (30day retest)

Lieutenant
Must complete 2 years as a Sergeant
FOFR Lieutenants Exam and Practical
Passing score 80%

Captain
Appointed by the Chief of the Department

Additional Requirements to challenge exams:

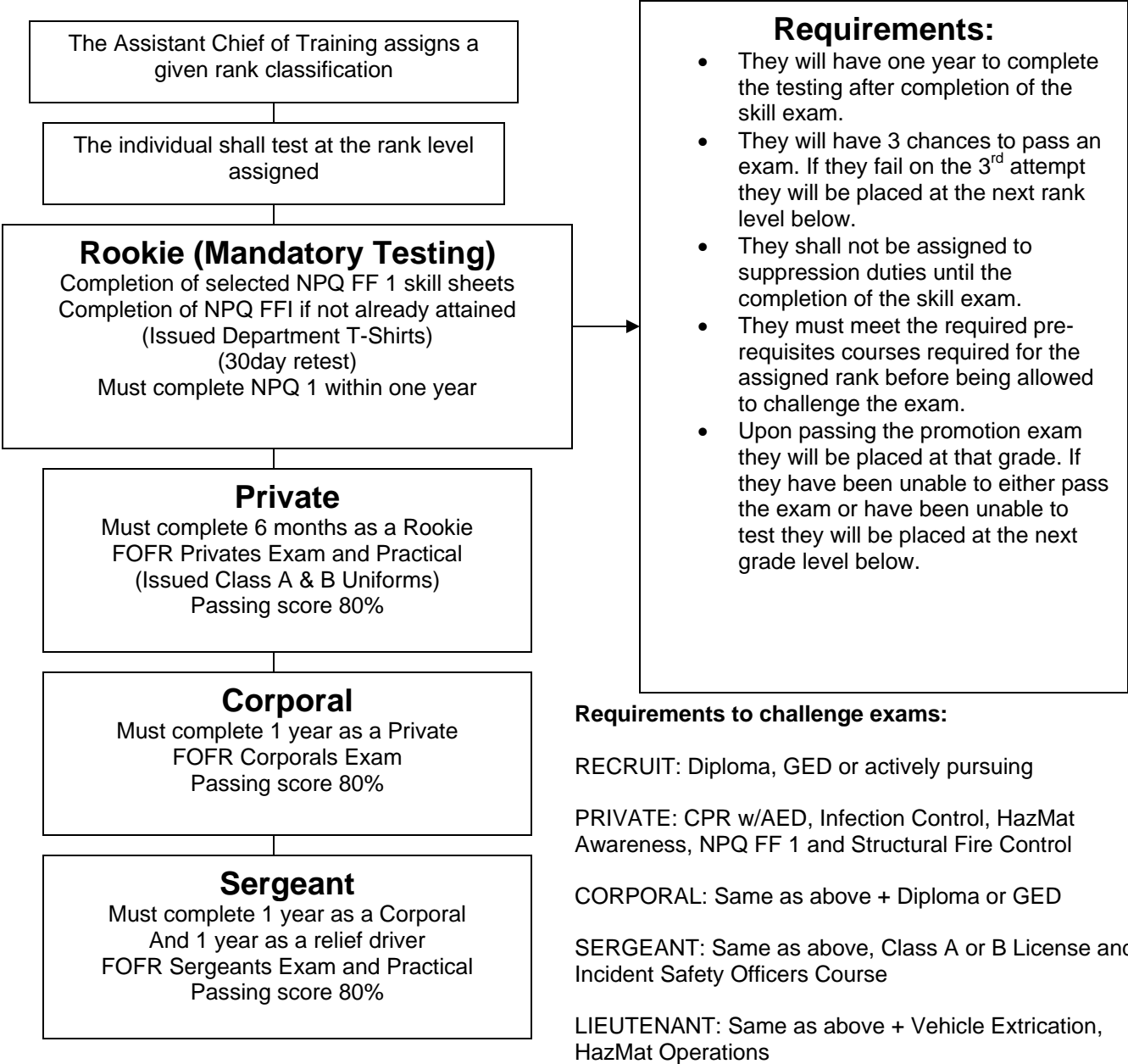
- RECRUIT: Diploma, GED or actively pursuing
- PRIVATE: CPR w/AED, Infection Control, HazMat Awareness, NPQ 1 FF 1 and Structural Fire Control
- CORPORAL: First Responder
- SERGEANT: Same as above, Class A or B License and Incident Safety Officers Course
- LIEUTENANT: Same as above + Vehicle Extrication, Haz Mat Operations

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TRAINING DIVISION

TRANSFER FLOW CHART

Upon acceptance to the department the Chief of the Department the Assistant Chief of Training shall assign the individual a rank position not to exceed the grade level of Sergeant.

Upon the grade rank being assigned they must then complete the rank testing of the assigned rank within one year. Until the firefighter successfully completes the exam they will be in probationary status of that rank. If the rank testing is not successfully completed within one year they will be placed at the next rank below.



PREVIOUS MEMBERS WHO RETURN

****This policy does not apply to members who are returning from an approved leave of absence****

The Assistant Chief of Training assigns a given rank classification not to exceed the rank of Sergeant

- For Absences of 1 year or less:**
1. Completion of selected NPQ Practical checkoffs
 2. 90 day probationary period
 3. Approval of Station Officer
 4. Upon completion of probationary period will be reinstated to last rank.

For Absences of more than 1 year but less than 3:(See Below)

The individual shall test at the rank level as assigned.

Rookie (Mandatory Testing)
Recruit to Rookie Exam, Practical and Completion of NPQ FFI if not already attained (Issued Department T-Shirts)
Passing score 80% (30day retest)
Must complete Module 1 within one year

- Requirements:**
- They will have one year to complete the testing after completion of the Rookie exam
 - They will have 3 chances to pass an exam. If they fail on the 3rd attempt they will be placed at the next rank level below. 15 day re-test period.
 - They shall not be assigned to suppression duties until the completion of the Rookie exam.
 - They must meet the required pre-requisites courses required for the assigned rank before being allowed to challenge the exam.
 - Upon passing the promotion exam they will be placed at that grade. If they have been unable to either pass the exam or have been unable to test they will be placed at the next grade level below.

Private
Passing score 80%

Corporal
Passing score 80%

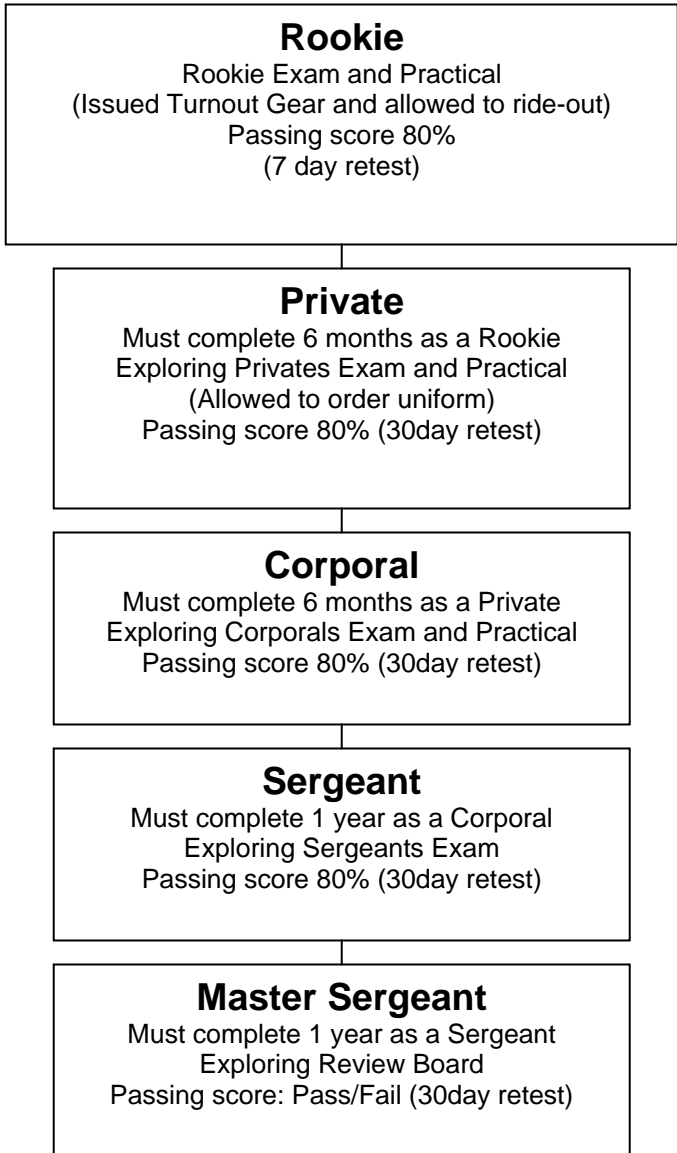
Sergeant
FOFR Sergeants Exam and Practical
Passing score 80%

Requirements to challenge exams:

- RECRUIT: Diploma, GED or actively pursuing
- PRIVATE: CPR w/AED, Infection Control, HazMat Awareness, NPQ FF 1 and Structural Fire Control
- CORPORAL: Same as above + Diploma or GED
- SERGEANT: Same as above, Class A or B License and Incident Safety Officers Course
- LIEUTENANT: Same as above + Vehicle Extrication, HazMat Operations

For Absences of more than 3 years:
If the member has not been involved with another Fire Service Organization they will be required to enter back in as a recruit and successfully complete the recruit training program.

PROMOTIONAL FLOW CHART - EXPLORING



Additional Requirements to challenge exams:

- PRIVATE: CPR w/AED, Infection Control
- CORPORAL: Same as above + Basic First Aid
- SERGEANT: Same as above + 2-Training Presentations
- MASTER SERGEANT: Same as above + Advanced First Aid + 4-Training Presentations

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TRAINING DIVISION

Transition to the Department
Must be 18 years of age
Must apply for membership and be accepted
Pass the departments Rookie Exam and Practical
Passing score: Passing score 80% (30day retest)

Transition to the Department
If the explorer has not reached the rank of Master Sergeant they have the option of staying in the post until they reach the rank of Master Sergeant or they can apply for membership at their 18th birthday and complete the FOFR Recruit training program

Fort Oglethorpe Fire & Rescue Safety and Training Division

Exploring Training Guidelines

1. Explorer Program
 - a. Training hours will be granted for the following:
 - i. Prepared training for a regularly scheduled explorer drill. Each drill lasts two hours.
 1. Each firefighter will be allowed two facilitate two explorer drills a quarter pending approval of the chief advisor.
 - a. Five (5) training hours will be given for each course that is prepared and presented.
 - ii. Assistance during explorer drills
 1. The chief advisor has the authority to approve two (2) hours of training credit for those that are needed to assist during explorer drills.
 - a. Note: Prior approval must be granted by the chief advisor for participation during drills. Only those personnel that are needed to facilitate drills will be granted credit for training hours.
 - b. Drill frequency
 - i. The explorer post will meet every other week. The chief advisor can call special called drills at his/her discretion pending approval by the Assistant Chief of Safety and Training.
 - c. Drill calendar
 - i. The chief advisor shall develop and review the quarterly training calendar with the Assistant Chief at the beginning of each quarter.
 - d. Advisor Meetings
 - i. A meeting with all advisors will be conducted at least every other quarter to review training, membership, special projects and any other topic deemed required by the chief advisor. These meetings will be the responsibility of the chief advisor with meeting minutes forwarded to the Assistant Chief.
 - e. Core Competencies
 - i. Each explorer must complete the GFSTC core competencies by the end of each year. This in a non-punitive requirement.

RECRUIT TO ROOKIE

Upon the submission of the application the membership committee will review all of the applicants information and make their recommendation to the Chief of the Department. Upon acceptance by the Chief of the Department the applicant must successfully complete the FOFR physical agility assessment. If the member fails the physical agility they can re-take the assessment after a 30 day waiting period.

After completion of the above the recruit can challenge the entry level exploring exam (passing 80%) to be able to “ride-out” on the departmental apparatus. The recruit will be required to conform to the restrictions as defined in the Exploring SOG.

Must complete the FOFR recruit program or other approved recruit program as authorized by the training division.

Testing: Must pass the department offered written and practical exam with 80% or better.

It will be the responsibility of the station training officer to train the recruit on department policies, procedures, and rudiments of incident command.

Upon completion of testing the recruit will be permitted to respond to alarms. The recruit will now assume the rank of probationary rookie. The new rookie at this point has one year to successfully pass the NPQ Firefighter I exam offered by the GFSTC or equivalent. At this point the probationary status will be dropped and the individual will be promoted to the rank of rookie. If the member is unable to complete the NPQ FFI testing within one year they shall be placed in a non-suppression position.

This guide is subject to review and changes at any time deemed to be necessary by the chief of training.

Position Descriptions

NOTE: The career staff position descriptions can be obtained by contacting Captain Connie Haddock

Recruit Job Description

Definition:

Under immediate supervision, undergo necessary training in fire prevention, fire suppression, rescue practices, first aid, safety and equipment operations. Performs related studies consistent with the role of a firefighter and rescue personnel during a probationary period.

Examples of Work Duties:

Attends classroom, self study and field training sessions designed to instruct the probationary level firefighter/rescue personnel in the proper methods, procedures and techniques used in fire prevention, fire suppression, first aid and rescue practices. Studies and participates in training in the use of pumper apparatus, laying and connecting hoses, the use of chemical extinguishers, various ladders, nozzles, bars, hooks, lines, salvage covers, first aid equipment, rescue equipment and other equipment.

Instructed in the rules, regulations, guidelines and other operation procedures of the department. The performance of the probationary firefighter is continually evaluated by designated training officers and supervisors through the use of written and practical exams, oral examinations and through close observation of the firefighter's ability to apply this knowledge in simulated operations in an expedient and responsible manner.

Knowledge, Skills and Abilities:

Knowledge of mathematics, mechanics, physics and chemistry. Some skill in the utilization of tools and how to properly use them. The ability to understand and follow oral and written orders and memorandums. The ability to establish and maintain effective working relationships with other firefighters. The ability to learn a variety of firefighting duties and methods within a reasonable period. The ability to perform heavy physical labor under arduous conditions.

Qualifications

1. Must be at least 18 years old; hold a valid Georgia driver's license and completion of the FOFR recruit program.
2. A high school diploma, GED or working toward a high school diploma is required. A High School diploma or GED must be obtained with 12 months of gaining membership to the department.
3. If full time, personnel must comply with the Georgia Firefighter Standards and Training Council requirements within twelve months of hire date.
4. For additional requirements please see the promotional flow chart and Recruit training section.

Private Job Description

Definition:

Under immediate supervision, undergo necessary training in fire prevention, fire suppression and rescue, emergency medical care and equipment maintenance. Performs related duties consistent with the role of firefighter/rescue personnel.

Examples of Work Performed:

Attends classroom, field and on the job training designed to instruct the firefighter/rescue personnel in the procedures and techniques used in fire prevention, fire suppression and emergency medical care. Studies and participates in the use of fire/rescue apparatus, laying and connecting hoses, the use of chemical extinguishers, various ladders, nozzles, bars, hooks, lines, salvage covers, emergency medical equipment and other equipment.

Responds to fire/rescue alarms and other emergencies. Participates in scheduled training drills, studies equipment use and maintenance. Performs basic maintenance and housekeeping duties at the fire/rescue station. Studies rescue and emergency medical techniques, hazardous chemical compounds and their control.

The performance of Firefighter I is evaluated by designated training officers and supervisors through the use of written, practical and oral examinations and through close observation of the firefighter/rescue ability to apply this knowledge in simulated and actual field operations in a expedient and responsible manner.

Knowledge, Skills and Abilities:

Some skill in the utilization of tools and handling of ropes and equipment. Some skills in the performance of routine mechanical and maintenance tasks. Ability to understand and follow oral and written instructions. Working ability to establish and maintain effective working relationships with other firefighters/rescue personnel. Ability to learn a wide variety of firefighting/rescue duties and methods within a reasonable working test period. Working ability to perform heavy physical labor under arduous conditions.

Qualifications

1. Must be at least 18 years old, hold a valid Georgia driver's license and complete a written, and practical.
2. A high school diploma or GED is required.
3. If full time personnel must comply with the Georgia Firefighter Standards and Training Council requirements within twelve months of hire date.
4. Completion of course work in firefighting/rescue principles, practices, including six (6) months in grade as Rookie.
5. For additional requirements please reference the "Promotional Flow Chart"

**Corporal (First Class Firefighter)
Job Description**

Definition:

Under moderate supervision work in combating, extinguishing and preventing fire. Responsible for the protection of life and property through firefighting/rescue activities. Maintenance of fire/rescue department property and equipment. Performs related work as required.

Examples of Work Performed:

Responds to alarms of fires and other emergencies with a pumper, ladder or rescue apparatus. Lays and connects hoses, hold nozzles and directs water streams, uses chemical fire extinguishers, bars, hooks, lines and other equipment. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Creates openings in buildings for ventilation or entrance. Removes persons from danger and administers first aid to injured persons. Performs salvage operation such as throwing salvage covers, sweeping and removing water and removing debris. Performs general maintenance work in the up keep of fire/rescue department property, cleans and washes apparatus, walls and floors, makes minor repairs, washes and dries hoses and otherwise maintains the station. Attends regular classes in firefighting, rescue, first aid, fire prevention, equipment maintenance and related subjects and studies assigned materials and also performs emergency medical care. When performing in this capacity, must be under the direct supervision of a lieutenant or higher.

Knowledge, Skills and Abilities:

Ability to understand and follow oral and written instructions. Ability to learn a wide variety of firefighting/rescue duties and methods in a reasonable working test period. Ability to maintain equipment and tools. Shall have thorough knowledge of firefighting/rescue safety requirements and abide by them at all times. Maintain effective working relationship with other firefighters/rescue personnel.

Qualifications (see promotional flow chart)

Sergeant Job Description

Definition:

Under supervision, performs general duties of firefighter, combating, extinguishing, preventing fire and maintenance of vehicular equipment operated by the fire/rescue department. Responsible for protection of life and property and all equipment operated by the department. Performed skillfully in the operation and maintenance of all types of fire/rescue apparatus. Shall perform work as required.

Examples of Work Performed:

Performs skilled duties in operation and maintenance of apparatus to which they are assigned. Must maintain records pertaining to apparatus. Knowledge of traffic laws, vehicle code, city, county and state traffic ordinance and laws concerning operation of vehicles. Shall have a basic knowledge of all apparatus and equipment within the Fort Oglethorpe Fire & Rescue. Will locate the equipment as directed and assist in connections to insure safe working conditions as related to pressure and operations of the equipment. Will see that equipment is maintained at safe and efficient operation levels. Will see that equipment, engine and fire pump are operated to prevent over heating, low fluid level or other avoidable causes that would result in untimely shut down of the apparatus and equipment. Monitors gauges and adjusts gpm or pressure as required. Maintains a vehicle and checks water, oil and fuel levels and fills these levels when needed, also checks radios, tires, lights and related critical inventory. Makes minor repairs to apparatus and equipment, and replaces bulbs as needed. Participates in cleaning and maintaining of apparatus, equipment and the station. Participates in fire/rescue drills and attends classes on firefighting/rescue and all related fields in the fire/rescue service, also conducts inspections for the purpose of pre-fire planning. With the approval of the station officer, training officer and executive staff may assume command in the absence of an officer, assists in directing fire/rescue service apparatus operations and firefighting/rescue personnel.

Knowledge, Skills and Abilities:

Good knowledge of fire prevention and fire suppression methods, equipment and supplies. Knowledge of technical firefighting techniques and the principles of hydraulics applied to fire suppression. Knowledge of the use and maintenance of firefighting/rescue equipment and apparatus. Knowledge of departmental rules and regulations.

Considerable knowledge of streets, hydrants, other water supplies and buildings located in station district. Knowledge of written departmental reports. Considerable skill in operation of a variety of fire/rescue vehicles and apparatus. Considerable skill in the application of principles of fire hydraulics to actual fire suppression situations. Considerable ability to operate a variety of fire apparatuses and pumps safety and effectively.

Lieutenant Job Description

Definition:

Under direction; general duty firefighting work in combating, extinguishing and preventing fire. Supervises subordinate personnel in fire/rescue service activities. Must be able to perform duties with a minimum of close supervision. Duties must be performed skillfully in firefighting/rescue work and operations. Performs related work as required.

Examples of Work Performed:

Responds to alarm, supervises and assists in firefighting/rescue which requires using various types of firefighting/rescue equipment. Supervises the operation and maintenance of fire/rescue equipment and apparatuses and the cleaning and maintenance of the station and premises. Participates in fire/rescue drills and attends classes on firefighting/rescue and related activities, coordinates planning of fire/rescue services with other officers and personnel. Assumes command in the absence of a superior officer, assists in directing fire/rescue services apparatus operations and firefighting/rescue personnel. Supervises the maintenance, care and cleanliness of station, tools and equipment. Assists in training of subordinates in firefighting/rescue and related activities. Shall perform work as required.

Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of fire suppression, prevention, life saving and rescue. Knowledge of the proper use and maintenance of firefighting/rescue equipment and supplies. Knowledge of fire/rescue department rules and regulations and of laws pertaining to fire prevention and safety. Knowledge of station area, roads, fire hazards, equipment, water supplies and communications. Knowledge and skills in the application of modern methods and equipment for fire prevention and suppression. Knowledge and skills in the maintenance and operations of a variety of fire apparatuses, tools and equipment. Ability to apply fire safety to specific structures and situations. Ability to prepare reports and keep records. Ability to make sound decisions and use good judgement in emergency situations.

Qualifications: (see promotional flow chart)

Captain Job Description

Definition:

This is supervisory and skilled firefighting/rescue work in directing the activities of the fire/rescue department at a single station. The person is responsible for the direct command of the firefighting/rescue force at a station. Shall rank below Battalion Chief in authority. In the absence of the Battalion Chief the Captain will assume the responsibility of the Battalion Chief concerning the management of the personnel in their fire/rescue district. Command assignments involve responsibility for discipline of subordinates and the proper maintenance of apparatus, equipment and records, supervise classes on firefighting/rescue principles and specialized operations on equipment. Aids subordinates in training in the use of equipment and methods of extinguishing all types of fires. May be assigned to a professional division within the department as deemed necessary by the Chief of the department (i.e. fire prevention, training suppression, administration, etc.). This assignment will be in addition to the duties of the Captain.

Examples of Work Performed:

Responds to alarms, determines route to be taken by the fire/rescue station. Directs work of firefighters/rescue personnel pending the arrival of a superior officer, if such officer does not arrive will supervise entire incident, supervises laying hose lines, placing ladders, directing water streams, ventilating buildings, rescuing persons and conducting salvage operations. Supervises cleaning and maintenance of equipment and station, maintains discipline, assist in the drill of firefighters/rescue in firefighting/rescue methods and techniques and related subjects transmits orders and information to station personnel. Makes periodic inspections of station run area to become familiar with buildings and the location and the conditions of fire hydrants and other water supplies, streets and major fire hazards. Conducts fire inspections, and pre-fire plans in their territory. Shall cause all fires to be extinguished with the least possible damage to life and property, prevent unnecessary damage by water or other extinguishing agents, take proper precautions against rekindle and leave the premises in a safe as possible condition. Shall perform related work as required.

Knowledge, Skills and Abilities:

Knowledge of applicable fire codes, fire safety laws and firefighting principles. Knowledge of supervisory principles and practices and the ability to direct, supervise and evaluate the work of subordinates. Knowledge of burning characteristics to quickly assess situation and respond correctly.

Knowledge of pre-fire plans of buildings in station run area. Knowledge of fire/rescue department rules, regulations and policies. Knowledge of fire/rescue station organizational needs to direct fire station operations. Knowledge of techniques required and principles involved in the operation of firefighting/rescue apparatus. Knowledge of traffic laws and laws concerning the operation of vehicles. Knowledge of the use and maintenance of breathing apparatus. Knowledge of vehicle mechanics for performing maintenance checks and detect and explain malfunctions of equipment. Shall have knowledge of firefighting safety requirements and abide

by them at all times.

Must possess: Management skills, personal skills, the ability to work with the public. Training skills, the ability to create, plan and conduct training classes. Fire Prevention, the ability to conduct Life Safety fire inspections, pre-fire plans and public education. Firefighting skills.

Qualifications

1. Must be at least 21 years old.
2. A high school diploma or GED is required.
3. If full time, personnel must comply with the Georgia Firefighter Standards and Training Council requirements within twelve months of hire date.
4. Completion of specialized course work in firefighting/rescue principles, and practices, must have had three (3) years of progressively responsible experience in firefighting/rescue service, two (2) years in grade as Lieutenant, unless otherwise determined by the Chief and Deputy Chief.

Medical Services Officer (Captain) Job Description

Definition:

The person in this position is responsible for the coordination of all medical services of the department. They are responsible for the organization and direction of the Emergency Medical Services (EMS), Infection Control and Fire Scene Rehabilitation functions in their fire/rescue district. Shall rank below Battalion Chief in authority. The person in this position consults with the Chief of the department, Fire Surgeon and Battalion Chief concerning medical services policies and procedures. The Medical Services Officer is expected to function independently of direct supervision with respect to EMS and Medical operations and other appointed responsibilities. Responsible for the direct command of the medical care section of the entire firefighting/rescue force at multiple stations in their fire/rescue district. May be assigned to a professional division within the department as deemed necessary by the Chief of the department. This assignment will be in addition to the normal duties of the Fire Captain.

Examples of Work Performed:

1. Oversees the day to day medical operation of the department.
2. Oversees the legal quality control program for reviewing patient care reports and implements quality improvement programs and standards.
3. Coordinates medical education classes and teaches classes as needed.
4. Coordinates the Infection Control Program of the department. Assures that all members meet the OSHA and NFPA guidelines.
5. Investigates all medical related complaints within the department. Implements an improvement program if needed for the department or individual members. This will be meeting all Federal HIPA laws and standards.
6. Coaches and Counsels all fire/rescue personnel regarding medical related issues.
7. Oversees the continuing education of all licensed First Responders, Emergency Medical Technicians and Paramedics, of both paid and volunteer staff.
8. Oversees the implementation of medical standard operating guidelines and protocols.
9. Oversees the State of Georgia licensure policies and procedures of maintaining a licensed First Responder Unit.
10. Responds as the medical section commander in all MCI's
11. Serves as the liaison between the departments fire Surgeon and the Chief of the department.
12. Serves as the department liaison between the department and the zoned ambulance providers.
13. Coordinates EMS training activities with the Chief of training, station officers and training officers/coordinators.
14. Shall witness drills, supervise training, make investigations pertaining to EMS and keep fully informed of conditions within such activity, heed all evidence of neglect or inefficiency in patient care and take corrective action as required and promptly report such actions to the Battalion Chief and or Chief of Training.

Knowledge, Skills and Abilities:

1. Knowledge of the principles and practices of equipment employed in modern EMS, fire scene rehabilitation and infection control techniques.
2. The ability to command the respect of officers and personnel.
3. Direct, supervise and evaluate the work of subordinates.
4. The ability to establish and maintain effective working relationships with officials and the public.
5. Knowledge of applicable patient care changes and state laws.
6. The ability to review all plans based on the current State of Georgia Department of Public Health – Division of EMS policies and procedures regarding EMS personnel and EMS service licensure.

Qualifications

1. Must be at least 21 years old.
2. A high school diploma or GED is required.
3. If full time, personnel must comply with the Georgia Firefighter Standards and Training Council requirements within twelve months of hire date.
4. Must have a Vehicle Extrication certificate.
5. Must have Emergency Medical Technician – Paramedic licensure in the State of Georgia (National Registry Licensure Preferred)
6. Must have Hazmat Operations level or equivalent.
7. Must have a valid Class A Georgia driver's license or equivalent from a resident state.
8. Must have American Heart Association CPR Certification, Instructor Certification preferred.
9. Successful completion of an Infectious Control class.
10. Successful completion of Basic Firefighter: Module 1 through the Georgia Fire Academy.

Station Training Officer/Coordinator Job Description

Definition:

Under directions, performs work in the supervision, direction and conducting drills and schools necessary to enable the department to be efficient in the latest tactics and proper procedures of firefighting/rescue and other emergencies. Responsible for technical work in the inspection of the fire department response areas for fire hazards. This work requires thorough knowledge of fire and explosion hazards, fire extinguishing equipment, fire alarm equipment and a general knowledge of building construction. Works under the general direction of the Chief Training Officer. Improper performance of duties could have serious implications resulting in severe fire losses and loss of life in the fire/rescue department response area.

Examples of Work Performed:

1. Prepares and uses prepared training programs to conduct training programs for the department.
2. Confers with the Chief Training Officer concerning training courses and schedules for training.
3. Maintains records and submits reports to the Chief Training Officer.
4. Conducts Basic Training courses for the new firefighters and rescue personnel, conducts drill evolutions, conducts Georgia Fire Academy Certification programs.
5. Prepares and conducts courses in firefighting and all related areas in the fire service.
6. Performs important public relations work in connection with fire prevention program which involves working closely with the individuals, the business community, and also schools.
7. Keeps station personnel and training records up to date.
8. Submits requested reports on time and accurately.
9. Performs related work as required.

Knowledge, Skills and Abilities:

1. Thorough knowledge of firefighting, ability to organize and direct individuals as well as groups.
2. Ability to communicate with understanding, thorough knowledge of water flow principles and proper pump procedures, knowledge of proper use and procedures of aerial operations.
3. Knowledge of the principles, practices and procedures of firefighting/rescue appropriate to rank and the ability to apply such knowledge to firefighting/rescue practices.

Battalion Chief Job Description

Definition:

The person in this position is responsible for the protection of life and property within the department's response area. They are responsible for the organization and direction of fire/rescue department service functions in their fire/rescue district. Shall rank below Assistant Chief in authority. In the absence of the Assistant Chief the Battalion Chief will assume the responsibility of the Assistant Chief in their fire/rescue district. The person in this position consults with the Assistant Chief concerning fire plans and policies. The Battalion Chief is expected to function independently of direct supervision with respect to technical fire procedures and practices and any other appointed responsibilities. Responsible for the direct command of the firefighting/rescue force at multiple stations in their fire/rescue district. May be assigned to a professional division within the department as deemed necessary by the Chief of the department (i.e. fire prevention, training, suppression, administration, etc.). This assignment will be in addition to the normal duties of the Battalion Chief.

Examples of Work Performed:

1. Responds to alarms and aids subordinates in direction of firefighting/rescue personnel and operations and may assume command when considered necessary.
2. Make periodic inspections of stations, fire/rescue apparatus and station's run areas in their fire/rescue district.
3. Also makes station rounds on regular basis in their fire/rescue district.
4. Explains to the Station Officer in detail all rules, regulations and SOG's of the department so the Officer can go over all information with their subordinates.
5. In the absence of the Assistant Chief, they shall be responsible for performing duties and exercising the authority of the Assistant Chief in their fire/rescue district.
6. Shall witness drills, supervise training, make investigations and keep fully informed of conditions within such activity, heed all evidence of neglect or inefficiency and take corrective action as required and promptly report such actions to the Assistant Chief.
7. Shall prepare and submit reports and records as required by the department.
8. Perform other duties as required.

Knowledge, Skills and Abilities:

1. Knowledge of the principles and practices of equipment employed in modern firefighting/rescue techniques.
2. The ability to command the respect of officers and personnel.
3. Direct, supervise and evaluate the work of subordinates.
4. The ability to establish and maintain effective working relationships with officials and the public.
5. Knowledge of applicable fire codes and fire safety laws.
6. The ability to review all plans based on the current State minimum Fire Safety Laws.

Assistant Chief of Safety and Training Job Description

Definition:

Performs work in the supervision, direction and conducting drills, schools and testing to enable the department to be efficient in the latest tactics and proper procedures of firefighting/rescues and other emergencies. Works under the general direction of the Deputy Chief.

Examples of Work Performed:

1. Confers with the Deputy Chief of the department concerning training courses and schedules for training.
2. Maintains records and submits reports to the Deputy Chief of the department and the Georgia Fire Academy.
3. Oversees the Basic training of new firefighters/rescue personnel, drill evolutions, firefighting/rescue and related area training are conducted as per department guidelines.
4. Directs the station training officers/coordinators and coordinates with the station officers to insure training is conducted as per department guidelines.
5. Insures tests and exams are up to date, and are administered correctly.
6. Insures personnel and training records are kept up to date and submit these records to the appropriate organizations and offices.
7. Organize department training to insure that company, inter-company, automatic aid and other training is conducted in an orderly and professional manner.
8. This includes the posting of weekly, monthly and yearly training calendars.

Knowledge, Skills and Abilities:

1. Thorough knowledge of firefighting/rescue and related areas, ability to organize and direct individuals as well as groups.
2. Ability to communicate with understanding.
3. Ability to maintain department personnel and training records in accordance with department and Georgia Fire Academy policies.
4. Knowledge of the principles, practices and procedures of firefighting/rescue appropriate to rank and the ability to apply such knowledge.

Health and Safety Officer (Battalion Chief)

Reports to: Chief of Safety & Training

Classification / Rank Level: Staff Officer / Battalion Chief

Date: 11-3-04 Approved: Chief Ballew / 12-2004

POSITION SUMMARY:

The position of Health and Safety Officer shall be responsible for the overall implementation, on-going development and direction of all safety and health programs initiated by the department in order to provide for the health and safety of the department's members as outlined in NFPA 1500.

ESSENTIAL FUNCTIONS:

1. Shall develop, review and revise SOG's as needed to address areas of concern or identified hazards.
2. Shall provide safety and health training as requested by the Chief of training to address any areas of concern or other requested safety training initiatives.
3. Shall be responsible for training all Incident Safety Officers (ISO's) within the department and establishing and delivering the needed refresher training on an annual basis.
4. Shall perform the duties of Incident Safety Officer (ISO) at all major incidents.
5. Shall be responsible for ensuring that the department is in compliance with NFPA 1403 during all live burn operations and shall be responsible for conducting all pre-burn inspections.
6. Shall compile and distribute safety and health memorandums as needed. In addition to the memorandums a newsletter article shall be compiled for the quarterly newsletter addressing an applicable topic.
7. Shall be responsible for managing the accident prevention program.
8. Shall address training and testing of all departmental drivers on an annual basis.
9. Shall survey departmental equipment and facilities as directed and report recommendations.
10. Shall ensure that all Personal Protective Equipment is evaluated annually and a list of recommendations compiled.
11. Shall be responsible for the investigation of all occupational deaths, injuries, illnesses, and exposures and prepare a report on such incidents to include recommendations.
12. Shall be responsible for ensuring that all records are maintained on safety and health, testing apparatus, inspection and testing of personal protective equipment and facility inspections.
13. Shall establish a department safety and health committee.
14. Shall maintain a liaison with the department Infection Control Officer.
15. Shall oversee the departments Critical Incident Stress Management (CISM) program.
16. Shall review the procedures employed during any unusually hazardous operation.
17. Shall identify and analyze safety and health hazards and develop corrective actions.
18. Shall prepare an annual year-end report detailing all accomplished goals and identification of goals for the upcoming year.
19. Shall assist and make recommendations regarding the evaluation and specifications of new equipment.

QUALIFICATIONS:

1. Ability to establish credibility be decisive and able to recognize and support the department's preferences and priorities.
2. Strong inter-personal and communication skills in dealing with department members and/or governmental officials.
3. Ability to handle multiple tasks effectively.
4. Strong leadership, administrative, interpersonal, communication and cognitive skills.

EDUCATION AND EXPERIENCE:

- College degree preferred and/or High School diploma
- Must have at least 10 years of experience with at least 3 of those years as a Lieutenant or higher grade.
- Must become a certified “Incident Safety Officer” thru the FDSOA within 1 year of appointment.

Deputy Chief Job Description

Definition:

The person in this position is responsible to protect lives and property within the department and for the organization and direction of all fire/rescue service functions. Shall rank below the Chief in authority and shall act in the absence of the Chief. The person in the position consults with the Chief concerning all fire plans and policies, however, the Deputy Chief is expected to function independently of direct supervision with respects to technical fire procedures and practices.

Examples of Work Performed:

1. Shall put into effect the policies and procedures of the fire/rescue department.
2. In the absence of the Chief he shall be responsible for the fire/rescue department, performing duties and exercising the authority of the Chief.
3. Shall respond to alarms and other emergencies as required by the Chief and assume command until the arrival of the Chief.
4. Shall witness drills, supervise training, make investigations and keep himself fully informed of conditions within such activity, heed all evidence of neglect or inefficiency and take corrective action as required and promptly report such actions to the Chief.
5. Shall prepare and submit reports and records as required by the Chief and perform other duties as assigned.

Knowledge, Skills and Abilities:

1. Knowledge of the principles and practices of equipment employed in modern firefighting/rescue.
2. Knowledge of controlling federal, state and local laws and ordinances.
3. The ability to command the respect of Officers and other personnel.
4. Responsible to plan, assign, direct, supervise and evaluate their work.
5. The ability to establish and maintain effective working relationships with officials and the public.

Fire Chief Job Description

Definition:

Responsible for administrative and technical work in the direction of all personnel and activities of the department. Responsible for the protection of lives and property in the response area of the department and for the organization and direction of all fire/rescue service functions. Work involves planning, directing and controlling fire inspection, fire prevention operations, rescue operations, etc. The work also extends to supervision and providing for training, assignment, and discipline of all department members. Consults with the City Officials concerning all fire/rescue plans and policies, however, the Chief is expected to function independently of direct supervision with respect to technical fire/rescue procedures and practices. Answers to the City Manager, Mayor, and City Council through observation analysis and overall area of fire/rescue protection.

Examples of Work Performed:

1. Answers to the City Manager in establishing long term goals and strategic planning.
2. Plans, organizes and directs all activities of the department.
3. May call for staff meetings with all Chief Officers and Assistants.
4. Analyzes the fire prevention and fire hazards in the area of response, plan fire prevention and fire safety programs, directs inspections of buildings for fire hazards.
5. Supervises and participates in the training of members of the department with particular attention to persons at the supervisory level.
6. Conducts performance auditing of personnel.
7. Assumes command at emergency situations and fires.
8. Attends meetings and public gatherings to explain fire/rescue department activities.
9. Attends functions and obtains citizen support of fire projects.
10. Performs related work as required.

Knowledge, Skills and Abilities:

1. Thorough knowledge of the principles and practices of equipment employed in modern firefighting.
2. Thorough knowledge of fire hazards and fire prevention techniques.
3. Thorough knowledge of the use of fire/rescue records and their application to the solution and evaluation of fire/rescue problems and in the effective planning of fire/rescue programs and assignments.
4. Thorough knowledge of controlling federal, state, local laws and ordinances.
5. Ability to command the respect of officers and other personnel.
6. Responsible to plan, assign, direct, supervise and evaluate their work.