

SPECIAL SERVICES OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a responsible, supervisory position in the Special Services division of the fire department. Employees of this class coordinate and supervise maintenance on all departmental vehicles, fire apparatus and equipment. Special Services Officers are a highly responsible class and require little supervision. Special Services Officers report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Supervises the position comprising special service support classifications such as Special Services Technician. Supervises the general care and maintenance of department equipment, property, and supplies. Supervises department employees by overseeing and evaluating work performance of subordinates, writing employee evaluation reports, and maintaining discipline within the department.

Manages the operation of one division within the fire department. Plans and organizes departmental operations having to do with equipment and apparatus. Supervises the general care and maintenance of fire fighting apparatus. Oversees the inspection of apparatus and machinery of the department to ensure compliance with occupational safety and health regulations and for accident prevention devices. Inspects the testing and repairs of open-circuit breathing apparatus, breathing air compressors, and self-contained breathing apparatus. Manages the proper storage, correct dew point levels, flow testing, and the recording of the use and maintenance of self-contained breathing apparatus. Ensures that nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing is properly inspected, maintained, tested, and repaired.

Supervises the general care and maintenance of department stations and grounds. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems and assigns such to qualified department personnel. Inspects specified areas for fire service equipment and other safety and first-aid supplies.

Investigates all accidents involving department personnel, determines cause, and makes recommendations on procedure to avoid

future accidents. Ensures equipment and machinery comply with occupational safety and health regulations and have accident prevention devices. Demonstrates safety equipment and practices. Supervises the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Directs the testing of equipment, assuring that all applicable federal, state, and local standards are met. Oversees the repair of faulty equipment at the fire scene, arranges for repair which cannot be repaired within the department, gets estimates on repair costs, and inspects equipment after repairs to see that repairs were properly accomplished.

Identifies and appraises conditions which could produce accidents and financial losses. Directs research studies to identify hazards and evaluate loss-producing potential of a given operation. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Manages the research of the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel.

Makes recommendations on major purchases for the department. Writes specifications for new fire department equipment, prepares specifications for public bids, and assists in overseeing the bidding process. Purchases equipment and supplies, keeping such purchases within the established budget for the department. Prepares purchase requisitions and expenditure estimates according to department procedures.

Compiles, organizes, and analyzes data needed for reports. Writes narrative reports such as reports on operations, accidents and injuries, and personnel evaluations. Types letters, forms, memos, statements, formal reports, or any other documents assigned. Supervises the completion of all forms and records required, including inventory cards, stock cards, order forms, requisition forms, repair records, inventory log sheets, charge-back forms, transmittal forms, and budget requests.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Special Services Technician.