

AVIATION TASK FORCE COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include responding to and assisting in directing firefighting and rescue work at the scene of an aircraft incident. The incumbent of this class is responsible for the training of a group of Firefighters in aircraft rescue and firefighting techniques; evaluating Aircraft Rescue and Fire Fighting personnel of the department during training; keeping records of training activity of the Aircraft Rescue and Fire Fighting Section; developing an operating budget for the Aircraft Rescue and Fire Fighting Section; and acting as a liaison between the Federal Department of Transportation, State Department of Transportation, Federal Aviation Administration, National Transportation Safety Board, Airport Authority, and the Shreveport Fire Department. The employee of this class has the authority to work independently in most areas and performs duties with only general instructions. This class is evaluated by and reports to the Deputy Fire Chief.

EXAMPLES OF WORK

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

Responds to all Aircraft Rescue and Fire Fighting (ARFF) incidents. Assumes command and directs rescue and firefighting activities until relieved by higher command. Assists Incident Commander by acting as an advisor, helping to decide the best method to handle the incident. Secures the fire scene to prevent removal or damage of evidence. Testifies in court when required. Responds to second alarms or emergency calls for which the department is answerable.

Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Serves as a liaison with the Federal Aviation Administration (FAA), and the Airport Authority.

Manages the accounting for the money and assets of the Aircraft Rescue and Fire Fighting Section. Personally handles budget preparation and prepares expenditure estimates. Purchases

equipment and supplies, keeping such purchases within the established budget.

Personally completes any form or record required to document the activity of this section. Compiles and organizes data in order to write reports.

Informs the public about fire department work by means of talks or distribution of literature concerning aircraft incidents and firefighting techniques. Coordinates special projects related to public relations or the image of the fire department dealing with aircraft rescue and firefighting plans. Coordinates the work of the department with the Airport Authority, releasing information and giving assistance when needed.

Develops a training program for the Aircraft Rescue and Fire Fighting (ARFF) section and sees that such a program is properly staffed and supplied with training resources. Personally trains personnel by conducting training in the classroom as well as conducting drills and evolutions.

Inspects Aircraft Rescue and Fire Fighting (ARFF) equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Makes recommendations on major purchases for this section.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must have at least eight (8) years of experience in fire suppression as a full-time paid employee in a fire department.

Must have achieved Airport Fire Fighters certification as measured by NFPA 1003 standards or equivalent.

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