

# DUTY OFFICER JOB DESCRIPTION

ADOPTED: JULY 18, 2018

REVISED:

## GENERAL STATEMENT OF DUTIES

While on duty, the Duty Officer shall be responsible for the activities of the Fire District and ensures the Fire District has a response for calls of service.

## SUPERVISION RECEIVED

While on duty, the Duty Officer may receive supervision from a higher-ranking officer of the Fire District.

## SUPERVISION EXERCISED

While on duty, the Duty Officer shall exercise supervision over the technical and operational functions of the District; may assume Command of an incident. Works within the framework of Board Policies and Operational Guidelines.

## EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The Duty Officer's essential job functions shall include, but not limited to;

1. Makes decisions in the best interest of the Fire District.
2. May perform the duties as an Incident Commander on scenes.
3. Responsible for completing all documentation required for an incident including computer data entry.
4. May investigate citizen complaints such as backyard/agricultural burning, driving concerns, and/or member behavior.
5. Acts as the Fire District's contact person for immediate issues relating to personnel, apparatus and facilities during the duty shift. If immediate corrective action is needed, works with station officers to correct such issues. Ensure the chain of command is briefed on issues handled during the duty shift.
6. Promote safety and operational compliance.
7. Promotes good rapport with the public.

## POSITION QUALIFICATION REQUIREMENTS

1. Technical knowledge of District operations and ability to make sound tactical decisions quickly.
2. Ability to plan, supervise and effectively coordinate the work of others.

## EDUCATION AND EXPERIENCE

Typically demonstrated by possession of:

1. Four years' fire service experience.
2. Jefferson Fire District Engineer.
3. Proficient in verbal, electronic and written communications.

## REQUIRED CERTIFICATIONS

1. NFPA Fire Officer I
2. EMS First Responder or higher
3. Hazmat ICO
4. S-215 Fire Operations in the Wildland/Urban Interface
5. ICS 100, 200, 300, 400 and IS 700

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## 6. Engineer with Jefferson Fire District

### DESIRABLE CERTIFICATIONS

1. NFPA Fire Officer II
2. Hold the rank of Lieutenant or higher with Jefferson Fire District

### PHYSICAL JOB REQUIREMENTS

Lift, drag or carry items up to and including a human being; work in protective clothing in temperatures in excess of ambient temperature or below 32 degrees F; perform clerical work, including prolong sitting or standing; work under mental or physical stress; drive apparatus, including trucks, vans and cars; climb ladders; work in areas where good balance is required; work in confined spaces and/or wear self-contained breathing apparatus; crawl on hands and knees; perform medical aid duties; work in close proximity to others; perform house cleaning duties; perform repair and maintenance on facilities and equipment including apparatus; attend classroom and outside training sessions; make public presentations to all age groups.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those a person may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.