

POSITION DESCRIPTION

POSITION: ARFF Officer
REPORTS TO: Assistant Director of Public Safety
STATUS: Full Time
WORK SCHEDULE: Varies
FLSA STATUS: Exempt

PURPOSE OF POSITION

The purpose of this classification is to perform all operational and safety functions at the airport during assigned shift, operating within established guidelines and procedures. Performs duties in the fire services area of assignment and airport operations. Performs entry-level firefighting, fire prevention and rescue work. Protects people, property, and the environment from fire and disasters. Provides fire prevention, emergency medical services, firefighting, rescue, hazardous materials and weapons of mass destruction response. Works with limited supervision of the Assistant Director of Public Safety to operate and monitor airport security, safety and building control systems.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Serve as a member of ARFF crew by operating apparatus, hose lines and/or turrets, assist aircraft and building evacuations, raise and climbs ladders, and uses chemical extinguishers, hand tools, power tools, and other equipment in performance of ARFF duties;

Responds to a variety of aircraft related emergencies including standby details for in-flight situations including aircraft equipment problems and homeland security threats, crash of commercial, civilian, or military aircraft, in-flight or ground hazardous materials incidents, fuel spills, and special maintenance or other safety related requirements;

Responds to a variety of medical emergencies, including sudden illness, personal injury accidents, accidents with machinery, and motor vehicle accidents; administer cardiopulmonary resuscitation, automated external defibrillation, and uses other medical equipment and procedures in providing emergency medical care in accordance to level of training and local protocols;

Will be trained in and will respond to homeland security incidents;

Will inspect airport facilities to gain compliance with airport rules and regulations, FAA regulations, and life safety issues and to become familiar with the building contents and the surrounding areas.

Participates in and conducts group and individual training and drill sessions related to ARFF and emergency medical care as per FAR Part 139. Also participates in SIDA, Airfield Driver, NOTAM and airport self-inspections training;

Performs general/grounds maintenance work in the upkeep of the Public Safety Building and ARFF equipment, assist with tours, assist with maintenance and upkeep of training records;

Ensures compliance with applicable federal certification and safety requirements for the operation of a Class I certificated airport as detailed in FAR Parts 77, 139;

Ensures compliance with applicable federal regulations and procedures identified within the Airport

Security Program, under Federal Regulation 49 CFR Part 1542;

Represents the Airport Authority in contacts with tenants, other agencies, the general public, and during special events;

Other duties as assigned.

JOB REQUIREMENTS

Knowledge of FAA Advisory Circulars, FAR Parts 77, and 139, TSR Parts 1540, 1542, and 1544;

Knowledge of Class I commercial airport and general aviation airports principles, best practices and operations;

Knowledge of airport facilities, equipment, and tenant operations;

Ability to coordinate airport certification program requirements with outside agencies and;

Ability to drive and communicate in an airport environment under positive control of the Air Traffic Control Tower;

Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

Ability to use logical and creative thought processes to develop solutions according to written procedures and/or oral instructions;

Ability to communicate effectively, both orally and in writing, using both technical and non-technical language;

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Successful completion of annual physical and fit testing;

Ability to exercise sound judgment and decision-making ability in all situations, to act on physical and environmental surroundings and changing conditions;

Ability to establish and maintain effective working relationships;

Ability to work shifts independently and in a team, days, evenings, nights, weekends and holidays in a 7-day, 24-hour operating environment;

Ability to observe and act on physical and environmental surroundings and changing conditions;

Ability to effectively communicate with the public in a courteous, effective and tactful manner.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma/GED required; Firefighter 1 & 2 certification; Possess or obtain within one (1) year of employment, IN state EMT certification;

Within sixty (60) calendar days, must obtain certification or ability to be certified by the FAA in aircraft firefighting and rescue.

Successful pre-employment physical and drug test;

Ability to pass a rigorous background security check to obtain and maintain a Security Identification Area (SIDA) badge. Valid IN driver's license required.

Preferred but not required, Completion of ICS 100, 200, 300, 400, 700 and 800; completion of an Advanced ARFF Training Class

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

Ability to comprehend and interpret a variety of documents including: Local Ordinances, state statues, training reports, emergency and security directives and manuals, policy and procedure manuals, FAA and TSA regulations, and other data.

Ability to prepare a variety of documents including annual reports, various financial forms, journal and inspections forms, etc.

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record information. Ability to classify, compute and tabulate data.

Ability to utilize a wide variety of descriptive data and information such as regulations, invoices, time sheets, billing statements, statistical summaries, meeting agendas, meeting minutes, FAA manuals, regulations, employee handbook, work schedules, non-routine correspondence and computer software operating manuals.

MATHEMATICAL ABILITY

Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret statistical reports and accounting.

JUDGEMENT AND SITUATIONAL REASONING ABILITY

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and /or judgmental criteria, as opposed to criteria which are clearly measurable.

PHYSICAL REQUIREMENTS

Ability to operate, maneuver and/or steer equipment and machinery requiring simple or continuous adjustments such as: Motor vehicles, Airport rescue firefighting apparatus, aircraft Firefighting equipment and tools, radio communication equipment, computer terminal, telephone/cellphone, photocopier, and camera.

Ability to use self-contained breathing apparatus and protective clothing

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring high skills such as using long firearms and pyrotechnics.

Ability to exert physical effort in work, typically involving some combination of climbing, crawling, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Frequent lifting and/or carrying of objects weighing up to 25 pounds. Occasionally lifting of up to 100 pounds' maximum.

Ability to sustain prolonged visual and audio concentration.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Ability to visualize, when announced by pilot or tower, the aircraft position and path it will take approaching the airport and while moving on the ground.

ENVIRONMENTAL ADAPTABILITY

Ability to work under occasionally hazardous and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents and/or dust may cause or causing discomfort and where there is a risk of injury.

The Evansville-Vanderburgh Airport Authority District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Airport will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Reports directly to the Evansville-Vanderburgh Airport Authority District Assistant Director of Public Safety.

Employee Acknowledgment