

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Fire Chief  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fire Chief is the executive head of the Department and is directly responsible for its efficient operation.

#### **REPORTS TO**

Fire Chief shall be appointed by and directly report to the Mayor, City of Franklin, Indiana.

#### **SUPERVISES**

Fire Chief shall supervise all firefighters, officers, and civilian employees of the Department.

#### **SCOPE**

Plans, organizes and directs the activities of the Department in fire prevention, public education, life safety, property conservation and fire extinguishments.

Plans, organizes and directs the Department in providing emergency medical services to the City, both in basic and advanced life support.

Provides for guidelines and direction to personnel in the utilization of equipment and apparatus while assuring compliance with OSHA and NFPA standards.

Directs and administers programs in public education, fire prevention, code enforcement, investigations, and labor relations.

Maintains final decision-making responsibility for overall administration and management of the Fire Department. In doing so, the Fire Chief works with management level department personnel to identify goals and objectives of the Department and to guide development and implementation of policies, programs, and procedures to achieve those goals and objectives.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of advanced principles, practices and techniques of management.

Knowledge of budgeting, labor relations, and operational objectives.

Knowledge of fire administration, firefighting, fire inspection and prevention.

Knowledge of personnel practices and training methods.

Knowledge of emergency medical services, equipment, and techniques.

Knowledge of maintenance, building inspection and construction.

Ability to plan, direct and supervise the work of a fire protection organization.

Ability to determine, develop, negotiate and administer sound departmental policies, procedures, recommendations and reports.

Ability to develop and maintain effective work relations within the Department and other organizational staff.

Ability to deal courteously and effectively with citizens, community groups, union representatives and government officials.

Ability to communicate clearly and concisely orally and in writing.

Ability to meet appropriate physical demands necessary for adequate job performance.

Serves in an on call capacity and responds during non-business hours to routine consultations and emergency situations.

Knowledge of incident command systems and has the ability to assume command of emergency incidents. The Chief of the Department shall follow the minimum training requirements set for the rank of Assistant Chief.

#### **CRITICAL TASK**

The Fire Chief shall be able to meet the following requirements as set forth in the job description:

Shall live within reasonable distance so that he or she can respond to emergency incidents when needed within a reasonable time frame.

Shall have a minimum of 8 years of firefighting experience and fire prevention.

Shall have any combination of education, training, and job experience that could provide the required knowledge and abilities.

It is recommended that the Fire Chief have the equivalent of an Associates Degree in Fire Science.

It is recommended that the Fire Chief be a State of Indiana certified Emergency Medical Technician or Paramedic.

Shall have a minimum of NFPA Fire Officer II or obtain this certificate within two years after appointment as Fire Chief or have the following State of Indiana Fire training certificates in Master in Tactics and Fire Service Management.

Shall have a valid Indiana driver's license.

Shall maintain all certificates.

Shall have a certification as a hazardous materials technician.

It is recommended that the Fire Chief have knowledge of specialty rescue techniques.

### **NATURE OF WORK**

Drafts, analyzes and assures implementation of rules, procedures, policies and guidelines in fire suppression, fire prevention and code enforcement.

Selects, assigns, promotes and disciplines department personnel in accordance with the policies and procedures of the Department, applicable laws, and in accordance with the Departments merit system.

Prepares an annual budget with requests and estimates of expenditures. Monitors to evaluate compliance. Recommends purchases of equipment and supplies.

Supervises safety and emergency preparedness.

Assigns special projects and develops goals.

Provides management and operational support and guidelines to Deputy Chief's, and Captains.

Attends meetings, conferences and advanced training with other agencies and departments.

Confers with representatives of local, state, federal agencies to discuss issues and resolve problems. Meets with public groups and individuals as a representative of the Department to further positive public relations.

Directs maintenance of fire department equipment and apparatus while helping to develop maintenance programs.

### **OTHER JOB RELATED DUTIES**

Prepares and oversees the preparation of a variety of technical and departmental activity reports and records. Maintains departmental awareness of relating to a new technology and methodology in fire suppression and prevention.

Directs the provision of departmental support services of station and equipment maintenance, training, and code compliance activities.

### **WORK CHARACTERISTICS**

Shall have a good working knowledge of and the ability to interpret the intent of the policies and procedures of this Department.

Must have the ability to recognize, define problems, establish facts and draw a valid conclusion rapidly and take appropriate action, sometimes under extreme conditions.

Shall be motivated to expand their knowledge and education and be able to encourage subordinates to do likewise.

Shall be able to describe the responsibilities of state and local government fire service agencies in Indiana.

Shall have knowledge of current national trends and developments related to the fire service.

Shall have the ability to locate and interpret applicable state and local fire and building codes, regulations, laws

and ordinances.

Shall have the ability to interpret the physical properties of hazardous materials as they pertain to the control of an emergency incident.

Shall have the ability to function in the role assigned in the County Disaster Plan.

Shall have the ability to develop and administer personnel safety programs.

Shall be able to describe the objectives of an employee evaluation program and shall be able to conduct an evaluation conference.

Shall be familiar with supervisor practices including equal employment opportunity, hiring, promotion, disciplinary process and personnel development.

Shall have the ability to communicate effectively with the news media, prepare news releases, delivers releases and interviews.

Shall have the knowledge and ability to provide for the proper handling of complaints from the public.

Shall have knowledge of the legal liabilities and responsibilities of the department s operations.

Shall complete the required minimum continuing education hours for the rank of Assistant Chief (32 hours) yearly.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Chief describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Deputy Fire Chief  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Deputy Chief is second in command within the fire department. Primarily responsible for operational problem solving and emergency scene management as needed.

#### **REPORTS TO**

The Fire Chief and to the City of Franklin, Mayor

#### **SUPERVISES**

The Deputy Chief shall supervise all firefighters, officers, and civilian employees of the Department.

#### **SCOPE**

Plans, organizes and directs the activities of the Department.

Assists the Fire Chief with front line supervision on the fire-ground and takes command when needed or directed.

Assists with budgeting and planning of departmental purchases of equipment, land, buildings, apparatus, items for the firehouse, and other capital expenditures.

Directs actions on the emergency scene through the incident command system.

Provides direction with personnel problems and discipline.

Assists with development of policies and procedures, and works with the different levels of management within the department to identify goals and objectives.

#### **KNOWLEDGE SKILLS AND ABILITIES**

Knowledge of advanced principles, practices and techniques of management.

Knowledge of budgeting and planning of capital expenditures.

Knowledge of fire administration, firefighting, EMS and inspections.

Knowledge of building construction.

Ability to plan, direct and supervise the work of a fire protection organization.

Knowledge of personnel practices and training methods.

Ability to develop and maintain effective work relations within the Department and other organizational staff.

Ability to deal courteously and effectively with citizens, community groups, union representatives and government officials.

Ability to communicate clearly and concisely orally and in writing.

Knowledge of the incident command system and has the ability to assume command of emergency situations.

Knowledge of emergency medical services, equipment, and techniques. 12. Knowledge of computer reporting software, NFIRS, EMS reporting.

The Deputy Chief of the Department shall follow the minimum training requirements set for the rank of Assistant Chief.

### **CRITICAL TASK**

The Deputy Chief shall be able to meet the following requirements as set forth in the job description:  
Shall live within a reasonable distance so that he or she can respond to emergency incidents when needed within a reasonable time frame.

Shall have any combination of education, training, and job experience that could provide the required knowledge and abilities.

It is recommended that the Deputy Chief have the equivalent of an Associates Degree in Fire Science.

It is recommended that the Deputy Chief be a State of Indiana certified Emergency Medical Technician or Paramedic.

It is recommended that the Deputy Chief have the necessary college courses, Associates or Bachelor Degree in fire science, to assist with the effective running of the Department.

It is recommended that the Deputy Chief have knowledge of specialty rescue techniques.

Shall have a State of Indiana certification as a hazardous materials technician.

Shall be an active member of the Tactical Team, and attends scheduled training sessions as outlined in the rules and regulations.

Directs maintenance of fire department equipment and apparatus while helping to develop maintenance programs.

Attends meetings on departmental time and when off duty to represent the City of Franklin Fire Department to further positive public relations.

Shall have a valid Indiana driver's license.

### **NATURE OF WORK**

Drafts, analyzes and assures implementation of rules, procedures, policies and guidelines in fire suppression, fire prevention and code enforcement.

Selects, assigns, promotes and disciplines department personnel in accordance with the policies and procedures of the Department, applicable laws, and in accordance with the Departments merit system

Prepares an annual budget in conjunction with the Fire Chief for an estimate of expenditures.

Recommends purchases of equipment and supplies.

Provides support and advise to officers of the Department.

Attends meetings, conferences and advanced training with other agencies and departments.

Directs maintenance of fire department equipment and apparatus.

### **OTHER JOB RELATED DUTIES**

Prepares reports as needed by direction of the Fire Chief.

Maintains departmental awareness of relating to a new technology and methodology in fire suppression and prevention.

### **WORK CHARACTERISTICS**

Shall have a good working knowledge of and the ability to interpret the intent of the policies and procedures of this Department.

Must have the ability to recognize, define problems, establish facts and draw a valid conclusion rapidly and take appropriate action, sometimes under extreme conditions.

Shall be motivated to expand their knowledge and education and be able to encourage subordinates to do likewise.

Shall have knowledge of current national trends and developments related to the fire service.

Shall have the ability to locate and interpret applicable state and local fire and building codes, regulations, laws and ordinances.

Shall have the ability to interpret the physical properties of hazardous materials as they pertain to the control of an emergency incident.

Shall have the ability to develop and administer personnel safety programs.

Shall have the certification and ability to be an instructor within the Department.

Shall be able to describe the objectives of an employee evaluation program and shall be able to conduct an evaluation conference.

Shall be familiar with supervisor practices including equal employment opportunity, hiring, promotion, disciplinary processes and development.

Shall have the ability to communicate effectively with the news media, prepare news releases, delivers releases and interviews.

Shall have the knowledge and ability to provide for the proper handling of complaints from the public.

Shall have knowledge of the legal liabilities and responsibilities of the department's operation.

Shall complete the required minimum continuing education hours for the rank of Assistant Chief (32 hours) yearly.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Deputy Chief describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date



## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Operation Chief  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Operations Chief is in third in command within the fire department. Primarily responsible for organization of training fire and EMS, Public Relations and emergency scene management as needed. The Operations Chief shall perform highly skilled professional work planning, coordinating, and directing orientation and specialized practical training for firefighters, recruits and fire employees; and perform other related duties as required.

#### **REPORTS TO**

Operations Chief shall be appointed by and directly reports to the Fire Chief.

#### **SUPERVISES:**

The Operations Chief shall supervise all merit officers, appointed shift officers and firefighters, of the department on the fire and training ground.

#### **SCOPE**

Plans and conducts fire and ems training for fire department personnel

Public Relations coordinator

Project Life Saver coordinator

Part of the EMA, LEPC staff

Manages all Tier II forms

Search and submit grants

Coordinate preplans, street mapping

Assist with development of policies and procedures and works with different levels of management within the department to identify goals and objectives

Directs actions on the emergency scene through the incident command system

Assist the Fire Chief with front line supervision on the fire- ground and takes command when needed or directed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of advanced principles, practices and techniques of management.

Knowledge of budgeting and planning of capital expenditures.

Knowledge of personnel practices and training methods.

Ability to develop and maintain effective work relations within the department and other organizational staff.

Ability to deal courteously and effectively with citizens, community groups, union representatives and government officials.

Ability to communicate clearly and concisely orally and in writing.

Knowledge of the incident command system and has the ability to assume command of emergency situations.

Knowledge of emergency medical services, equipment and techniques.

Knowledge of computer reporting software, NFIRS, EMS, NFPA, and OSHA reporting.

### **CRITICAL TASK**

Operations Chief shall be able to meet the following requirements as set forth in the job description:

Shall live within a reasonable distance so that he or she can respond to emergency incidents when needed within a reasonable time frame.

Shall have any combination of education, training, and job experience that could provide the required knowledge and abilities.

It is required that the Operation Chief be a State of Indiana certified Emergency Medical Technician or Paramedic.

It is recommended that the Operation Chief have knowledge of specialty rescue techniques.

Shall have a State of Indiana certification as a Hazardous Materials Technician.

Shall be an active member of the Tactical Team, and attends scheduled training sessions as outlined in the rules and regulations.

Attends meetings on departmental time and when *off* duty to represent the City of Franklin Fire Department to further positive public relations.

Shall have a valid Indiana driver's license.

Certification as a Fire Officer II, at a minimum and must complete Fire Officer III within a period of one year.

Be a minimum of a Firefighter I, II or a first class firefighter.

Be an Instructor II, III or master of instruction in the State of Indiana.

### **NATURE OF WORK**

Drafts, analyzes and assures implementation of rules, procedures, policies and guidelines in fire suppression, fire

prevention and code enforcement.

Provides support and advise to officers of the Department

Attends meetings, conferences and advanced training with other agencies and departments.

Shall present a professional demeanor at all times while representing the Departments.

In accordance with the departmental policies and procedures, is responsible for the discipline and safety of firefighters on the training ground. Will assist in planning and development of training programs or other special details. Provides instruction to fire personnel regarding firefighting tasks, tactics, strategy, prevention and cause.

Shall assume the duties of the Chief of the Department when required by the absence of the Chief and Deputy Chief.

Delivers fire safety education lectures and programs to general public.

Shall ensure that Departmental vehicle is maintained in good working order and ready condition for response.

#### **WORK CHARACTERISTICS**

Operation Chief shall have a good working knowledge of and the ability to interpret the intent of the policies and procedures of the Department.

Operation Chief must have ability to communicate effectively both orally and in written form. Assisting subordinates with report writing when necessary.

Operation Chief must be able to handle sensitive public contacts in a professional manner, deliver speeches and lectures to the public and must recognize the need for good public relations.

Operation Chief shall have a good working knowledge of current nation trends and developments related to the fire service, keeping abreast of modern techniques of firefighting.

Operation Chief shall be able to describe the responsibilities of State and local government fire service agencies in Indiana.

Operation Chief shall have the knowledge of support agencies and their roles in mitigation of a major community emergency, and be able to play an active role in bringing the incident under control.

Operation Chief shall have the knowledge of the functions of all government agencies or bureaus and relationship of these agencies to the Franklin Fire Department. During community emergencies as well as normal day-to-day activities.

Operation Chief shall have the ability to develop and implement emergency procedures during times of civil disturbance or other community disasters. This includes determining objectives, formulation plans, organizing emergency operations and to direct and control emergency operations.

Operation Chief shall have the knowledge of social services available in the community and the Fire Department role in providing for or recommending those services for the utilization of the general public or firefighters.

Operation Chief shall have the ability to develop and administer personnel safety programs.

Operation Chief will have the ability to prepare public information presentations with visual aids for special events and programs concerning the fire service.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Operation Chief describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Captain  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Captain Fire Suppression, EMS Duties.

#### **REPORTS TO**

Assistant Chief and higher ranking Officers

#### **SHIFT**

Works a 24 hour rotating shift. Supervises assigned company firefighters. Supervises and coordinates fire station activities. Suppression and EMS duties with supervisory role in fire conditions. Serves as the house officer at fire station 22, with responsibilities for all activities at outlying station.

#### **NATURE OF WORK**

The Captain is to provide for the safety of assigned firefighters, renders emergency rescue and medical treatment to trapped or injured persons, is to employ appropriate fire suppression techniques, and is to use appropriate procedures and techniques to deal with hazardous material incidents or any other incident dispatched to.

The Captain serves as the supervisor of the assigned station and as such directs and supervises the station work activities, station maintenance, special details, public education details, pre-incident emergency planning, training, and any other activities assigned.

The Captain may fill in for the Assistant Chief when he or she is away on leave, or on other duties, as needed.

The Captain is responsible for the discipline of the firefighters assigned, for promoting fire prevention, for ensuring a safety conscious work environment and to supervise and direct assigned fire suppression and rescue crews in proficient and skilled work practices.

Captains shall operate in accordance with the Standard Operating Policies and Procedures of the Franklin Fire Department.

The Captain will complete, submit, and maintain station records, training, reports, pre-incident emergency planning reports, station supply requisitions, lost or damaged equipment reports, and any other reports required by the Chief or superior officer.

The Captain will assist subordinate officers with the proper completion of reports, records, station and apparatus logs, and performance appraisals.

The Captain is responsible and shall coordinate the maintenance, cleanliness, and readiness of the station, station apparatus and equipment, and personal protective equipment at the assigned station.

The Captain shall inspect and submit reports for needed repair to assigned station.

The Captain will attend meetings and schools as directed by the Training Officer or Chief Officer of the Franklin Fire Department.

The Captain will counsel subordinate personnel on work performance.

The Captain will initiate and or recommend disciplinary actions or commendations concerning subordinate personnel.

Is responsible for and shall actively participate in companies operations on the incident scene.

Work may involve considerable physical exertion and potential hazard to health and safety.

The Captain will serve as the officer for the shift in the absence of the Assistant Chief.

Will record the daily vital information in the station daily logbook, along with any pertinent information to be passed down to next shift.

Will check for accuracy and completeness of all reports on station and make corrections as necessary. All run sheets are to be complete prior to leaving duty.

### **WORK CHARACTERISTICS**

Captains must have through knowledge of the Franklin Fire Department, Standard Operating Policies and Procedures and be able to interpret them as to their application, intent, and meaning.

Captains must have the ability to identify problems, collect information, establish facts and draw a valid conclusion. Captains shall be able to analyze problems quickly and then take appropriate action possibly under conditions of extreme stress. Captains shall be able to recognize the value and need for good public relations, to handle public contacts in a professional manner, and deliver competent speeches and lectures to the public.

Captains must have the ability to identify the authority and responsibility of each component of the Franklin Fire Department, including lines of authority and the duties and responsibilities of each rank in both line and staff functions. Captains must have the ability to identify and utilize methods to obtain cooperation within a group of subordinates. Captains must have the ability to prepare written reports, and specifications. Captains must have the knowledge and ability to effectively prepare a pre-incident emergency plan for the use by the Franklin Fire Department. Captains must have the ability to identify and utilize information resources for the mitigation of hazardous materials emergencies. Captains must have the ability to identify the causes of unsafe acts or conditions that may result in fire department accidents, injuries or deaths.

Captains must have the motivation to expand their education and to encourage subordinates to do the same. Captains must have excellent firefighting skills, and must keep abreast of modern, state of the art equipment and techniques. Captains must maintain a good physical condition that enables them to cope with the severe demands placed on the body and mind during firefighting operations and be able to tolerate heights.

### **REQUIREMENTS OF POSITION AND STANDARDS FOR PROMOTION**

To be considered for promotion to the rank of Captain, the candidate must meet the following criteria:

Have a minimum of 2 years of continuous service as a promoted Lieutenant with the Franklin Fire Department.

Be a minimum of a Firefighter I, II or a first class firefighter.

Hazardous Materials Technician preferred for promotion.

Certification as a Fire Officer II.

Be an Emergency Medical Technician in the State of Indiana.

Be an Instructor I, or equivalent State certification

Be an active member of the Franklin Fire Department Tactical Team, participating in scheduled trainings as required by the Tactical Team regulations.

Complete a minimum of 24-hour continuing education outside of the regular scheduled trainings of the Department. This is a yearly requirement. All training must be approved through training division.

Must complete the promotional process as developed by the Fire Departments Merit Commission.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Captain describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Lieutenant  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **REPORTS TO**

Immediate Supervisor, Higher Ranking Officers.

#### **SHIFT**

Works a 24 hour rotating shift.

#### **SCOPE**

Supervises and works with assigned firefighters at station and on incident scene. Serves as a company officer.

Suppression duties with supervisory role in fire conditions.

#### **NATURE OF WORK**

Will assume responsibility for the discipline of the firefighters assigned, and for the promoting of station, fire ground safety, and skilled firefighting for the general protection of life and property.

Shall respond to alarms with their apparatus and company by the safest and most direct route. Lieutenants will provide for the adherence to safety rules and guidelines for himself and those assigned.

Will assume responsibility for fighting fires in the absence of the Captain or Assistant Chief, and will have full authority and responsibility until relieved by a Superior officer as outlined in the departments fire-ground chain of command.

Shall employ appropriate firefighting techniques to extinguish fires efficiently to provide for the safety of assigned firefighters, and to rescue and give first aid to persons trapped, injured or threatened by the incident.

Shall actively participate in fire ground activities when responding to any incident scene.

Work may involve considerable physical exertion and potential hazard to health and safety.

The Lieutenant will serve as the officer for the shift in the absence of the Captain and Assistant Chief.

Will maintain records of assigned personnel, which will include but not limited to, time cards, station records, station training, vacations, injuries, leave requests, lost or damaged equipment or vehicle incident reports.

Will check for accuracy and completeness of all reports on station and make corrections as necessary. All run



sheets are to be complete prior to leaving duty. The Lieutenant will be fluent in all report writing programs used by the Franklin Fire Department.

Will assist in evaluations of employee performance.

Will plan and develop schedules for work progress of assigned personnel.

Will ensure that assigned personnel meet the required dress code, improper conduct and disciplinary standards.

Will be responsible for the maintenance and cleanliness of the station, grounds and apparatus during their tour of duty.

May assist in the formulation of specific rules and regulations for the operation of the Franklin Fire Department.

Will oversee the company training program as passed down from the Assistant Chief or Training Officer, and participate in the training exercises.

Will record the daily vital information in the station daily logbook, along with any pertinent information to be passed down to next shift.

Will provide field inspections and preplanning as designated by the Fire Prevention Officer.

Shall provide instruction to fire personnel regarding firefighting tactics and procedures and may deliver safety and fire prevention lectures and demonstrations to the general public as assigned.

Shall counsel subordinates on work performance and recommend commendations to the Deputy Chief and Chief of the Department.

Will complete other legally assigned tasks not listed here.

Will attend meetings, training sessions and schools as assigned by the Chief of the Department.

Shall serve as a conduit between the privates and other officers to identify issue that relate to maintaining moral and forward them to the Chief's for their discussion and problem solving.

### **WORK CHARACTERISTICS**

Lieutenants must have knowledge of the City of Franklin Fire Department, Standard Operating Policies and Procedures and be able to interpret them and communicate their intent and meaning. Lieutenants must also be familiar with the procedures used by the fire department such as communication, fire prevention, cause and origin determination, and any other procedures not listed.

Each Lieutenant must have the ability to identify problems, collect data, establish facts and draw a valid conclusion. Lieutenants must be able to analyze problems quickly and to take appropriate action under stress.

Must be able distinguish details from a blurred complex background with accurate depth perception. Lieutenants must be able to handle sensitive public contacts in a professional manner, deliver speeches and lectures to the public and recognize the need for good public relations.

Lieutenants must have excellent firefighting skills. Lieutenants must keep abreast of modern, state of the art equipment and techniques and be able to make recommendations for necessary equipment or procedural changes.

Lieutenants must maintain a good physical condition that enables them to cope with the severe demands placed on the body and mind during firefighting operations and be able to tolerate heights.

Lieutenants should be motivated to expand their education and to encourage their subordinates to do the same.

Lieutenants must be safety conscious and ensure that the safety guidelines of this department are followed and be able to recognize hazardous operations and provide for the safety of their personnel as well as for the public.

#### **REQUIREMENTS OF POSITION AND STANDARDS FOR PROMOTION**

To be considered for promotion to the rank of Lieutenant, the candidate must meet the following criteria:  
Completed a minimum of 5 years as a career firefighter with the Department.

Be a minimum of a Firefighter I, II or a first class firefighter.

Hazardous Materials Technician preferred for promotion.

Certification as a Fire Officer I, or strategy and tactics.

Be active member of the Franklin Fire Department Tactical Team, participating in scheduled trainings as required by the Tactical Team regulations.

Be an Emergency Medical Technician in the State of Indiana.

Complete a minimum of 24-hour continuing education outside of the regular scheduled trainings of the Department. This is a yearly requirement. All training will be approved through the training division.

Must complete the promotional process as developed by the Fire Departments Merit Commission.

Be a minimum of instructor I, or older state certification in instruction. This certification must be obtained in the probationary year of the position if the candidate does not already possess it.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Lieutenant describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Firefighter  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Firefighter-Suppression Division, EMS

**REPORTS TO**  
Company Officer

**SHIFT**  
Works a rotating 24- hour shift. A-Shift, B-Shift, C-Shift.

#### **CERTIFICATION REQUIREMENTS**

All firefighters hired by the Franklin Fire Department will meet these requirements.

Firefighter I, II or its equivalent, which is a first class firefighter, prior to the second-year anniversary.

Emergency Medical Technician certification prior to one-year anniversary.

Valid Indiana driver's license.

Must be 21 years of age at time of employment.

Must never be convicted of a felony prior to or during employment.

Firefighters hired after January 1, 1977 are required to keep an Emergency Medical Technician Certification as terms of employment with the Department. If any member of the Department receives an EMS Certification from the State of Indiana, they must keep this in place throughout employment.

All firefighters hired will have or are able to obtain an Emergency Medical Technician Certification during the probationary year with the Department. This certification will remain in place throughout employment with the Franklin Fire Department. If the firefighter lets the certification lapse or their certification is terminated with the State of Indiana, disciplinary action will be brought against the firefighter up to and possibly including termination.

Probationary firefighters serve after being approved by the State of Indiana Public Employee Retirement Fund (PERF) and all paperwork is complete.

The probationary firefighter serves at the City of Franklin Fire Departments leisure for a period of one year. Under the recommendation of the Fire Chief the probationary firefighter can be terminated from the Department and taken before the Franklin Fire Department Fire Merit Commission. All firefighters hired must meet the requirements listed above, in the allotted time frame. Noncompliance will result in possible termination from the Department and taken before the Fire Merit Commission. The probationary firefighter will go before the Fire Merit

Commission on the next scheduled meeting after the probationary year is complete. The Fire Chief will give a recommendation to the Commission and if the employee receives a favorable recommendation the probationary firefighter will be sworn to office.

#### **NATURE OF WORK**

Firefighter/EMT will be required to perform fire duties including, but not limited to the following:

Layout and advancement of hose lines.

Operation of fire streams inside or outside of structures, in fields, on roadways and any other areas as needed for firefighting purposes.

Performance of ventilation procedures.

Operation of portable fire extinguishers or agents.

Operation of motor driven tools and equipment.

Operating from various heights, from ladders or other types of aerial access. Raising and climbing and working from ladders.

Entry into burning buildings to affect rescue and fire suppression.

Operating at hazardous materials incidents.

Returning of all apparatus and equipment to ready status, cleaning of ambulances and patient care equipment to ready status.

Driving emergency vehicles in a safe, conscientious manner.

Proficient operation of apparatus pumps requiring a through understanding of hydraulics.

Performing as an EMT as described in the rules and regulation of the State Emergency Medical Services Commission and the Franklin Fire Department.

Performs care to the sick and injured as prescribed by medical direction and protocols of the department.

Perform routine maintenance of assigned station, apparatus, tools and equipment. Assist other companies or departments at emergency incidents.

Perform routine housekeeping duties.

Perform assigned details and any other duties as directed.

Adhere to all rules, regulations, policies and procedures of the Department.

Maintains Emergency Medical Technician Certification with the state of Indiana throughout employment once received as per rules and regulations.

Maintains competency in EMS through cross-training, as prescribed by the EMS officer, and rotates through all jobs within the department.

### **WORK CHARACTERISTICS**

The firefighter shall have the ability to acquire the necessary skills to operate:

Large vehicles under emergency conditions.

Apparatus pumps.

Aerial and ground ladders.

Hand tools, SCBA, ropes, ventilation fans, salvage covers, hose appliances, nozzles, axes, power saws and extrication equipment. Any skills necessary to complete firefighter I, II training.

EMS equipment and care of sick and injured.

Two way radio equipment.

The firefighter shall have the ability to acquire the knowledge of the following:

Franklin Fire Department, standard operating procedures and rules and regulations.

Fire suppression theories, methods and procedures.

Fire ground strategies and tactics.

Ventilation theories and procedures.

Salvage and overhaul procedures.

Rescue and extrication theories and practices.

Fire causes and hazards.

Fire pump operations and hydraulic calculations.

Hazardous materials characteristics and abatement procedures.

Emergency medical services procedures.

Radio communication procedures.

City of Franklin geography including Franklin Township.

Report writing skills.

Water supply locations, theory and procedures.  
Fire prevention inspection and pre-planning.

Safety procedures and practices.

Shall have the ability to communicate and interact with the public and other mutual aid emergency personnel.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Firefighter describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Firefighter Paramedic  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Firefighter -Suppression Division, EMS-Paramedic

#### **REPORTS TO**

Company Officer

#### **SHIFT**

Works a rotating 24-hour shift. A-Shift, B-Shift, C-Shift.

#### **CERTIFICATION REQUIREMENTS**

All firefighter/ paramedics hired by the Franklin Fire Department will meet these requirements.

All requirements of Firefighter / EMT listed in the job descriptions of section GA of the rules and regulations are also applicable.

Certification for the position of paramedic is voluntary within the Franklin Fire Department, but any member that holds this certification will not allow it to lapse or expire. If the Department paid for the training required to become a State of Indiana Paramedic, the member will be required to pay back the cost of the school if leaving employment before completing two years of service as a paramedic with the Department.

Personnel certified to the level of paramedic will follow the rules of the state of Indiana EMS Commission, protocols, medical direction, and EMS officer of the City of Franklin Fire Department.

All continuing education will be completed as per protocol, Johnson Memorial Hospital.

#### **NATURE OF WORK**

Firefighter/Paramedics will be required to perform fire/EMS duties including, but not limited to the following:

All required duties listed in job description, Firefighter / EMT, section GA, of the rules and regulations. Supervision of EMS and non-EMS personnel on the scene of incidents requiring treatment of the sick and injured.

The paramedic on the scene is responsible for triaging the patient for treatment and transport.

The paramedic may be called upon to give in-service training to shift personnel

The paramedic is the highest medical authority within the department and has the responsibility to exercise good judgment with patient treatment and transport decisions.

The paramedic should work with company level officers to bring all incidents to a successful conclusion and has final authority on matters of patient care.

Performs restocking to apparatus after completion of responses and makes sure co-workers have the supplies necessary to replenish stock.

Inventory of supplies is the responsibility of the paramedic on each shift. The keys to all supply cabinets are in the possession of the on duty paramedic.

Narcotic book and tracking must be filled out each tour of duty by the on shift paramedic.

Performs regular scheduled drug box inventory checks for out dated medications.

The paramedic supervisor is the immediate medical chain of command within the department. The EMS officer is the highest medical chain of command within the department.

Paramedic supervisors are ultimately responsible for the smooth running of day to day operations of the EMS on each shift.

The EMS officer and EMS supervisor will start any blood borne pathogen paperwork and treatment for any personnel of the Franklin Fire Department.

### **WORK CHARACTERISTICS**

The firefighter shall have the ability to acquire the necessary skills to operate:

Large vehicles under emergency conditions.

Apparatus pumps.

Aerial and ground ladders.

Hand tools, SCBA, ropes, ventilation fans, salvage covers, hose appliances, nozzles, axes, power saws and extrication equipment. Any skills necessary to complete firefighter I, II training.  
EMS equipment and care of sick and injured.

Two way radio equipment.

The firefighter shall have the ability to acquire the knowledge of the following:

Franklin Fire Department, standard operating procedures and rules and regulations.

Fire suppression theories, methods and procedures.

Fire ground strategies and tactics.

Ventilation theories and procedures.

Salvage and overhaul procedures.



Rescue and extrication theories and practices.

Fire causes and hazards.

Fire pump operations and hydraulic calculations.

Hazardous materials characteristics and abatement procedures.

Emergency medical services procedures.

Radio communication procedures.

City of Franklin geography including Franklin Township.

Report writing skills.

Water supply locations, theory and procedures.

Fire prevention inspection and pre-planning.

Safety procedures and practices.

Shall have the ability to communicate and interact with the public and other mutual aid emergency personnel.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Firefighter Paramedic describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee provides administrative office support to the Chief, Deputy Chief, and Administrative Staff. Employee provides a variety of clerical, administrative, and technical services in support of the Franklin City Fire Department.

#### **REPORTS TO**

The Administrative Assistant shall report to the Chief, Deputy Chief and Division Chief of the Franklin City Fire Department.

#### **SCOPE**

The incumbent is responsible for providing effective community relations between the fire department and the citizens by answering questions and handling non-emergency calls.

The incumbent is responsible for assisting in the coordination of community events involving both the fire department and City of Franklin.

The incumbent is responsible for maintaining and scheduling meetings for the Chief, Deputy Chief, Division Chief and Code Enforcement Officer.

The incumbent is responsible for providing administrative assistance in meeting management by assembling background materials, preparing agendas, and taking the minutes of meetings.

The incumbent is responsible for ordering the operating supplies/EMS supplies for all stations.

The incumbent is responsible for keeping accurate records/copies on such office items as burn permits, waivers, public request forms, department Rules and Regulations, Standard Operating Procedures, etc.

The incumbent is responsible for processing incoming and outgoing mail/packages, setting appointments, and typing documents/letters/certificates.

The incumbent is responsible for scheduling new hire appointments, providing him/her with required new hire informational packet as well as acquiring the necessary equipment, wearing apparel and operating supplies for him/her.

The incumbent is responsible for research, draft, and the preparation of grants.

The incumbent is responsible for maintaining, updating, and the organization of personnel, disciplinary and medical files.

The incumbent is responsible for processing such items as claims, purchase orders, invoices, reports, receipts and maintenance agreements.

The incumbent is responsible for maintaining department accounting records to include such areas as overseeing expenditures and transferring line items.

The incumbent is responsible for conducting a monthly audit with administrators.

The incumbent is responsible for keeping accurate records/copies on such office items as insurance policies, worker's compensation claims and purchase order claims.

The incumbent is responsible for submitting records, documents, payments to City, and private organizations as required.

The incumbent is responsible for providing office support to the Chief, Deputy Chief, Division Chief and Code Enforcement Officer.

The incumbent is responsible for assisting in the development of the annual budget.

The incumbent is responsible for making records available for annual State Board of Accounts audit.

The incumbent is responsible the organization and keeper of the EMS Reports.

The incumbent is responsible for the coordinating City's wellness requirements for the fire department and is the wellness representative for the fire department.

The incumbent is responsible for preparing correspondence, making reservations and travel arrangements for meetings, seminars, conventions (work related only) and training events.

The incumbent is responsible for preparing reservations for the Board of Works and City Council Agendas.

The incumbent is responsible for preparing documents and letters for the Fire Merit Board.

The incumbent is responsible for coordinating/scheduling of the firefighters' yearly physical/bloodwork/chest x-rays testing with Public Safety Medial.

The incumbent is responsible for performing other related job functions as required.

The incumbent is responsible for coordinating and updating vehicle plates, insurance and gas cards.

The incumbent is responsible for attending training pertaining to his/her job functions.

The incumbent is responsible for the organization and coordinating prerequisites to meet the requirements for Insurance Services Office.

The incumbent is responsible for working with and assisting City Legal with any and all fire department related issues.

The incumbent is responsible for coordinating and working with fire department vendors.

The incumbent is responsible for communication with surrounding fire departments, Firefighters Credit Union, local agency, State and Federal agencies.

The incumbent is responsible for coordinating and updating department lists of employee numbers and telephone numbers, including cellular phone numbers.

The incumbent is responsible for assisting the public with Burn Permits, requests for Fire Reports and Waivers.

The incumbent is responsible for collaborating with the Computer Administrator in maintaining the computers, printers, copiers and fax machines at each of the stations.

### **DUTIES**

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

### **JOB REQUIREMENTS**

The incumbent must have the ability to operate equipment such as a computer/printer, typewriter, calculator, copier, multi-line telephone system and fax.

The individual must possess a minimum of a high school education with specialized training in grant writing and research, record keeping, excel spreadsheets, correspondence, communication, organization and public relations, or two years of work related experience.

The incumbent must have a basic knowledge of the fire districts and Firehouse Program to be effective in the support of the fire department.

The incumbent must have thorough knowledge of filing techniques to effectively maintain records and files.

The incumbent must have the ability to communicate effectively both in writing and verbally in order to complete a variety of administrative responsibilities.

The incumbent must have the ability to operate independent of direct supervision to complete work.

The incumbent must be able to manage multiple tasks while maintaining a professional environment.

The incumbent must have thorough knowledge of all department Rules and Regulations, SOPs and Johnson Memorial Hospital EMS Protocols.

The incumbent must have the ability to perform basic mathematics to maintain accurate budget/financial records.

The incumbent must have the ability to organize work to assure that schedules are met and work is submitted correctly and within deadlines.

The incumbent must maintain a good working relationship with the Office of the Clerk/Treasurer.

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Administrative Assistant describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** EMS Officer  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMS coordinator of the department. Responsible for EMS training, audit of EMS responses, and assists with billing information.

#### **REPORTS TO**

Chief and Deputy Chief

#### **SCOPE**

This position participates in and supervises the Emergency Medical/Rescue Division. This position can hold up to the rank of Captain within the Franklin Fire Department. The officer holding this position is responsible for medical certifications, training, reporting information for EMS responses.

#### **SUPERVISES**

Firefighters and other personnel at the training exercises and educational programs. May supervise fire ground or EMS activities as directed by the officer in charge of the incident. Will act as an officer on shift scenes and is directed by the incident commander.

#### **NATURE OF WORK**

Monitors and supervises all aspects of patient care and emergency medical/rescue service delivery under the guidelines established by this department and the physician medical director of the sponsoring hospital.

Conducts the audit and review of EMS/Rescue incidents for this department.

Provides for the annual certification of rescue and ambulance apparatus.

Provides for and conducts annual in-service training for all departmental EMS/Rescue personnel.

Provides training to other groups or organizations as directed by the Chief or Deputy Chief of the department.

Coordinates this department's training programs as well as delivery of services with other agencies who may assist the Franklin Fire Department at incidents.

Maintains organized and accurate training records that reflect the current *level* of training for each of this department's firefighters.

Performs research, compiles statistics, writes reports and provides input under the direction of supervisors

concerning establishment of departmental policies and procedures involving EMS/Rescue service.

Meets with the training officer and company officers to identify curriculum and training sessions.

Administers' public education in the community with regards to EMS/Rescue.

Performs performance appraisals of any assigned, subordinate personnel.

May respond to all specialized rescue incidents, and applies EMS/Rescue skills.

Functions on the incident scene at the direction of the Incident Commander.

Performs house-keeping duties on station.

Responsible for the collection, recording and delivery of information required by this department, the sponsoring hospital, and the EMS commission.

Functions as liaison between this department and other agencies for EMS/Rescue

Recommends budget needs to the Chief of the department.

Applies appropriate leadership principles.

Presents a professional demeanor and conforms to the uniform policy of this department.

Functions within the guidelines and rules and regulations of the department.

Sits on boards and committees as assigned by the Chief or Deputy Chief.

Is the liaison between the department and the EMS Director.

Attends educational programs as directed by the Chief and Deputy Chief.

#### **WORK CHARACTERISTICS**

Must have the ability to communicate both orally and in writing.

Shall have the ability to project a positive attitude.

Currently certified as a Paramedic in the State of Indiana.

Certified as second and first class firefighter, or firefighter 1/11.

Certified as State of Indiana instructor 1-11-111.

Shall have the ability to instruct on a wide range of topics to diversified groups with varying levels of knowledge.

Shall be able to work effectively with personnel from other emergency agencies and the public.

Shall be accomplished in communication skills such as speaking with clarity, reasonably free from language errors, reasonably free from distracting mannerisms.

Must be capable of using various teaching methods and techniques and be able to use teaching aids and equipment.

Must be willing to attend appropriate courses for career development with the Franklin Fire Department.

Must work effectively with the ambulance billing agency to complete the required paperwork in order for the City of Franklin to receive compensation for transport.

Must be willing to complete the required minimum hours for continuing education for the rank of Captain (24 hours) yearly.

**POSITION APPOINTMENT**

The EMS division officer is appointed by the Chief of the Department. It is recommended that the training officer have all the necessary skills in order to obtain this position. The EMS officer is part of the administrative group of the City of Franklin Fire Department and can hold up to the rank of Captain.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire EMS Officer describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date



## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Code Compliance Inspector  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Code compliance and inspection of new and existing structures.

#### **REPORTS TO**

Chief and Deputy Chief.

#### **SUPERVISES**

The compliance of local, state, and national fire codes in the City of Franklin and protection district. The Inspector Division Chief works a 40-hour workweek. Monday thru Friday, 0800-1600 hours. This position may be required to work additional hours or unscheduled hours.

The Inspector is responsible to inspect every place, building and public way within the Fire Service District of Franklin, except the interiors of private dwellings, as directed by the Chief of the Department or his/her designee. Inspects private dwellings when requested by the owner or occupant.

The Inspector, Code Compliance Officer, may investigate and determine the cause and circumstances surrounding fire occurring within the Fire Service District of Franklin. The Inspector, Code Compliance Officer, performs these duties at Fire Headquarters, on an incident scene, in or around the public and private buildings.

#### **POSITION FUNCTIONS**

Promotes proper fire prevention and safety practices.

Maintains complete and accurate reports and files. The files can be either hard copy or computer files.

Completes accurate reports.

Maintains a professional appearance and demeanor at all times.

Conducts fire safety inspections.

Performs duties with the Franklin Fire Department as the safety officer on working incidents.

Testifies in Courts of Law and other judicial or administrative hearings

Attends and participates in the training programs or sessions conducted by this department. Attends other outside training sessions as directed by the Deputy Chief or Chief of the Department.

Conducts training sessions as directed by the Deputy Chief or Chief of the Department.

Checks assigned vehicle and equipment weekly. Provides for the maintenance of the assigned vehicle and the equipment contained therein.

Conducts fire drills as prescribed by the fire code at commercial and educational properties . .

Pre-plan preparation and information gathering when doing inspections on business, educational, health-care, professional commercial properties for preplan book on apparatus and compact disk for staff vehicles.

#### **WORK CHARACTERISTIC**

The Code Compliance Officer must have the ability to clearly express themselves both orally and in written form.

The Code Compliance Officer must have the ability to interact with the public in a professional manner.

The Code Compliance Officer shall have knowledge of legally established responsibilities and authority relating to the inspection of private and public property as well as knowledge of the duties and authority related to the investigation of the origin and cause surrounding fires, explosions and prosecution of arson or related crimes.

The Code Compliance Officer shall be able to adequately operate the computers of this Department.

The Code Compliance Officer shall have or obtain the knowledge of the features of fire protection and suppression systems, life safety requirements as applied to new and existing buildings, interior finish and the use of the building as it relates to hazards of occupancy type.

The Code Compliance Officer must have the ability to complete as well as interpret pre plans.

The Code Compliance Officer shall have the knowledge of procedures and requirements for the submission of building or process plans and specifications.

The Code Compliance Officer shall have knowledge of procedures for fire drills, fire watch duties, and evacuation procedures at special events, special details or for preparation of fire safety plans for various types of properties located in Franklin.

The Code Compliance Officer must have knowledge of personal safety and survival techniques and practices.

The Code Compliance Officer shall have knowledge of human behavior and motivation as it relates to fire safety practices and procedures.

The Code Compliance Officer must have a valid State of Indiana driver's license.

The Code Compliance Officer shall maintain a neat, clean and professional appearance and demeanor to the public and any representatives of a public or private agency.

The Code Compliance Officer shall attend seminars, training sessions, schools or other details as required by the Chief or Deputy Chief of the Department.

#### **POSITION APPOINTMENT**

The Code Compliance Officer is appointed by the Chief of the Department. It is recommended that the Code Compliance Officer have all the necessary skills in order to obtain this position. The Code Compliance

Officer is part of the administrative group of the City of Franklin Fire Department and can hold up to the rank of Assistance Chief of the Inspection Division.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Code Compliance Inspector describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Tactical Team Technician  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tactical Team Member, City of Franklin Fire Department

#### **REPORTS TO**

Tactical Team Unit Coordinator, Officers within tactical team, Chief, Deputy Chief

#### **SHIFT**

Works a 24 hour assigned shift

#### **SCOPE**

This positions primary responsibility concerns hazardous materials technicians, dive rescue, confined space and rope rescue technicians. Members of the team will be cross-trained in all aspects of the different specialties. A member of the team must be trained or certified by the state of Indiana in one Of the specialty areas.

#### **NATURE OF WORK**

Must be able to perform the various functions of the position. Must be able to work with all individuals from all divisions and levels of the department, general public, and the professional community. Must be able to perform the necessary skills within the realm of the Tactical Team. These areas include hazardous materials, rope rescue, dive rescue. Must be able to attend training associated with the Tactical Team with an attendance of 100% unless the firefighter is on vacation or excused from the training by the coordinator. All requests for being absent should be placed through the coordinator.

Must be able to successfully complete skill testing during training sessions, and be willing to attend outside refresher training when available to the Department. Classes will be posted for team members. Must have general knowledge of all specialty rescue tools and equipment.

#### **POSITION REQUIREMENTS**

Must be willing to attend continuing education courses. Must be willing to retain skill level within Tactical Team. Must have the ability to work within the incident command system. Must be safety conscious and follow direction when given. Must keep all assigned equipment in good working order. Must keep in good physical condition to be able to effectively conduct rescues. Must be able to use computer-reporting software for documentation. Must be willing to train in all areas of the Tactical Team.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Tactical Team Technician describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Training Officer  
**DEPARTMENT:** Fire Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Training officer of department on fire related topics, public education.

#### **REPORTS TO**

Chief and Deputy Chief

#### **SCOPE**

Develops, implements, supervises fire training, safety and educational programs for the City of Franklin Fire Department.

Provides other staff and emergency functions as directed by the Deputy Chief or Chief of the department.

#### **SUPERVISES**

Firefighters and other personnel at the training exercises and educational programs. May supervise fire ground or EMS activities as directed by the officer in charge of the incident. Will act as an officer on shift scenes and is directed by the incident commander.

#### **NATURE OF WORK**

Analyzes the need, develops and implements fire service training and educational programs, as approved by the Chief or Deputy Chief.

May assist in the employee evaluation process.

May assist in the evaluation and screening of new applicants.

Provides for recruit training.

When necessary, selects training assistants to teach technical subjects.

At the onset of a program or course, advise the students what is expected of them during and after the course and the benefits of taking the course.

Understands and utilizes the best teaching/learning environment such as classrooms, the drill- ground or other facilities.

Will assist in identifying job classifications and critical tasks so that the firefighters will understand their role and what is expected.

Shall assist in instructing firefighters in community relations.

Shall assist firefighters with *goal* setting and career advancement.

Shall instruct in the promotional process and assist in the development of the promotional process.

Shall strive to have material available for firefighters wishing to use it for self-study.

Shall maintain a current and accurate record of all training conducted by this department.

May provide individual remedial training to firefighters.

May conduct career day programs in the local schools. .

Shall critique fire scenes and make recommendations to the Chief.

Attends training seminars and training sessions to remain current with new instructional techniques, firefighting tactics and operations.

Attends staff meetings as directed by the Chief.

Sits on departmental boards or committee's as directed by the Chief.

Will make effective use of time in completing projects.

Complies with all departmental policy and guidelines.

Shall maintain good physical condition and personal hygiene.

Can serve as the Safety Officer on incidents.

#### **WORK CHARACTERISTIC**

Must have the ability to communicate both orally and in writing.

Shall have the ability to project a positive attitude.

Shall have the ability to instruct on a wide range of topics to diversified groups with varying levels of knowledge.

Shall be able to assess a situation, identify problems and offer solutions.

Shall be able to work effectively with personnel from other emergency agencies and the public.

Shall be able to organize projects and make effective use of time.

Must be knowledgeable of fire department operations.

Shall be accomplished in communication skills such as speaking with clarity, reasonably free from language errors, reasonably free from distracting mannerisms and shall be capable of performing mathematical calculations.

Shall have successfully completed approved formal courses of instruction in order to meet the NFPA professional qualification standards for fire instruction II, III.

Must be capable of using various teaching methods and techniques and be able to use teaching aids and equipment.

Must be willing to attend appropriate courses for career development with the goal of attaining the level of fire service instructor IV as outlined in NFPA.

Must be willing to be responsible and direct public education in the school system of the City of Franklin Fire Department.

Must have the ability to teach State of Indiana fire service certification classes. It is recommended that the trainer have, fire instructor I, instructor II-III, fire officer I, fire officer II, hazardous materials technician trained, pump driver operator and emergency medical technician trained for quality training.

Must complete the required minimum hours for continuing education for the rank of Captain (24 hours) yearly.

#### **POSITION APPOINTMENT**

The training division officer is appointed by the Chief of the Department. It is recommended that the training officer have all the necessary skills in order to obtain this position. The training officer is part of the administrative group of the City of Franklin Fire Department and can hold up to the rank of Captain.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Fire Training Officer describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date