

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. FIRCSPV1A03N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan National Guard
4. Civil Service Position Code Description FIRE CRASH RESCUE SUPERVISOR-1	10. Division Michigan Air National Guard
5. Working Title (What the agency calls the position) Fire Crash Rescue Operations Supervisor	11. Section Civil Engineering - Fire & Emergency Services
6. Name and Position Code Description of Direct Supervisor NONSTATE SUPERVISOR	12. Unit Alpena CRTC
7. Name and Position Code Description of Second Level Supervisor NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 5884 A Street Alpena, MI 49707 / 56 hours per week

14. General Summary of Function/Purpose of Position

The employee serves as the first-line supervisor for subordinate Fire/Crash Rescue Officers (FCRO), that perform emergency operations in accordance with United States Air Force (USAF), Air National Guard (ANG), State of Michigan, and locally developed guidance in accordance with Air Force instruction (AFI) 32-2001, AFI32-2001 (ANGSUP1) and Air National Guard Appendix 1024. Uses and maintains specialized firefighting tools and equipment. Provides fire and emergency response, medical, technical rescue and fire prevention services. Conducts and attends training in firefighting, medical, crash/rescue and technical rescue practices and procedures. Uses telecommunications systems, dispatching of emergency vehicles, information receiving, processing, and dissemination. Employee develops shift work assignments, tasks, and ensures completion. Employee coordinates with deployed units in training (UIT) regarding joint operations, use of vehicles, equipment, facilities, and crew assignments. Participates in physical fitness and agility program. The work requires knowledge of supervisory techniques, administrative tools and personnel policies and procedures. The employee is responsible for creating, certifying and submitting annual performance reviews using the state of Michigan performance management system for subordinate FCRO's assigned to their shift. The employee is responsible but not limited to shift scheduling, approving leave requests, reviewing and approving employee time and attendance. The employee is responsible for managing day to day work and could be called to perform on scene commander responsibilities during emergency responses. Directs and/or performs firefighting, crash, and rescue activities as determined by the fire chief. Uses and maintains specialized firefighting and crash/rescue equipment and other duties as deemed necessary by the Fire Chief.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Directs and performs emergency operations in accordance with USAF, ANG, State of Michigan, and locally developed guidance. Employee is responsible for normal daily operations to include readiness of vehicles, personnel, and equipment. Employee develops shift work assignments, tasks, and ensures completion. Employee coordinates with deployed UIT regarding joint operations, use of vehicles, equipment, facilities, and crew assignments.

Individual tasks related to the duty:

- Direct, perform and supervise emergency operations using Air Force Incident Management System (AFIMS), National Incident Management System (NIMS), and locally developed standard operating guidelines as directed by the fire chief
- Perform aircraft crash rescue activities specific to civilian and military aircraft and munitions
- Assist with the rewind of the military aircraft arresting systems (AAS) located on the airfield
- Perform firefighting activities specific to structural fire incidents on a military airfield and civilian community
- Serve as an Emergency Medical Technician at Emergency medical service incidents
- Perform wild land urban interface firefighting activities
- Operate assigned vehicles and equipment
- Perform hazardous material incident response activities
- Perform technical rescue activities to include vehicle extrication, high angle rope rescue, confined space rescue, and water/cold water/ice rescue
- Perform duties of incident safety officer in accordance with NFPA 1521 as directed
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees
- Evaluate and verifies employee performance through the review of completed work assignments and work techniques
- Review staff development and training needs and ensures that training is obtained
- Ensure readiness of vehicles, personnel, and equipment
- Coordinate with deployed UIT regarding joint operations, use of vehicles, equipment, facilities, and crew assignments
- Review daily flying schedules, air space schedules, training schedules, and ensures proper staffing of vehicles and equipment to support these activities
- Determine need, prioritize, and request acquisition of firefighting equipment, personal protective equipment, and supplies
- Coordinate the scheduled and unscheduled maintenance of vehicles, facility, and equipment with appropriate source
- Coordinate training classes, exercises, and related activities with training supervisor and UIT personnel

Duty 2

General Summary:

Percentage: 25

Directs and supervises structural, wild land and aircraft rescue fire & firefighting (ARFF), technical rescues, emergency medical support and hazardous materials response activities in accordance with USAF, ANG, State of Michigan, and locally developed guidance. Uses and maintains specialized firefighting, crash rescue, technical rescue and hazmat equipment. These functions will occur in a military/airfield environment, as well and civilian communities through mutual-aid agreements and state directives. Uses telecommunications systems, dispatching of emergency vehicles, information receiving, processing, and dissemination.

Individual tasks related to the duty:

- Perform emergency operations using AFIMS, NIMS, and locally developed standard operating guidelines as directed by the fire chief
- Perform aircraft crash rescue activities specific to civilian and military aircraft and munitions
- Assist with the rewind of the military AAS located on the airfield
- Perform firefighting activities specific to structural fire incidents on a military airfield and civilian community
- Perform emergency medical service in accordance with Michigan Public Law 179
- Perform wild land urban interface firefighting activities
- Operate and perform operator level maintenance on assigned firefighting vehicles and equipment
- Perform hazardous material incident response activities
- Perform technical rescue activities to include vehicle extrication, high angle rope rescue, confined space rescue, and water/cold water/ice rescue
- Use telecommunications systems to receive, processes, and disseminate administrative and emergency information
- Dispatching of emergency vehicles, personnel, and equipment utilizing (ACES FD) Automated Civil Engineering System Fire Department
- Effectively interpret information and give clear and concise verbal and written instructions
- Listen and interrogate callers to control the direction and length of emergency calls as needed
- Coordinate the scheduled and unscheduled maintenance of vehicles, facility, and equipment with appropriate source
- Participate and maintain, through scheduled training and external training resources, a required minimum level of proficiency/certification levels
- Perform date entry to Fire Emergency Service Assessment Program (FESAP) and MICT programs
- Participate in an occupational safety and health program in direct compliance with NFPA 1500

Duty 3

General Summary:

Percentage: 10

Use of supervisory techniques, administrative tools, and personnel policies and procedures. Employee is responsible for creating, certifying, and submitting annual performance reviews using the state of Michigan performance management system for subordinate fire/crash rescue officers assigned to his/her shift. Employee is responsible for shift scheduling, approving leave requests, reviewing and approving employee time and attendance documents.

Individual tasks related to the duty:

- Assists the fire chief in development of fire & emergency services operational policies and procedures
- Assists and directs technical services activities, policies, and procedures as directed by the fire chief
- Assists and directs emergency communications center activities, policies, and procedures as directed by the fire chief
- Provide evaluations, as a qualified outside agent, for UIT personnel during DoD/IFSAC examinations and practical skills tests when directed by the fire chief
- Maintains records, prepares reports, and composes correspondence using established automated data bases and data processing equipment
- Ensures proper labor relations and conditions of employment are maintained
- Provide verbal and written feedback to subordinates
- Initiates disciplinary actions based on established state and local guidance and labor agreements when warranted
- Create, certify, and submit annual performance reviews for subordinates using established procedures and systems
- Review, correct and approve time and attendance documents
- Review and approve leave requests and ensure minimum staffing levels
- Attend and participate in base committees such as hazardous materials, confined space and occupational safety and health committees as directed

Duty 4

General Summary:

Percentage: 10

Participate and instruct in training classes, evolutions, and exercises as required. Assist unit in training (UIT) as needed. Participates in physical fitness and agility program.

Individual tasks related to the duty:

- Participate in training classes required for assigned training tier, and to maintain training and certification levels
- Instruct training classes, evolutions, and evaluate exercises as needed
- Participate in installation, local area, and other joint training evolutions and exercises as determined by the fire chief
- Account for training equipment, aides, audiovisual equipment and buildings used by the UIT, while ensuring local training protocol, inventory and damage control measures are implemented.
- Assist UIT with scheduling training resources and logistical support such as billets, subsistence and transportation.
- Operate fire training assets for UIT requirements as needed
- Participates in physical fitness and agility program

Duty 5

General Summary:

Percentage: 5

Maintain and prepare records and reports. Participates in physical fitness and agility program. Maintain and update installation personnel recall rosters. Performs a variety of other miscellaneous duties as required in the performance of the base mission. Other duties as determined by the fire chief.

Individual tasks related to the duty:

- Maintain preventive maintenance and test records for tools, equipment and appliances used for emergency operations or training. Summarize records to report form for review or further correspondence with superiors
- Participates in physical fitness and agility program
- Maintain and update installation personnel recall rosters
- Other duties as determined by the fire chief.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The employee exercises independent judgment to adapt and apply standard guidance and procedures to specific situations. The work also requires knowledge of supervisory techniques, and personnel policies and procedures. Act on the behalf of the fire chief regarding current operational decisions and will perform incident command duties at emergency scenes in the absence of the fire chief. Minor disciplinary actions of subordinates.

17. Describe the types of decisions that require the supervisor's review.

Creating or changing fire & emergency services training operating instructions. Technical matters pertaining to training policies and procedures, memos and correspondence dealing with fire & emergency services training (inter-departmental and with outside agencies) that may impact budgetary, personnel, or policy matters, and certification levels for fire & emergency services personnel.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Periodically requires dexterity in climbing and crawling in high and tight places while lifting or moving heavy objects. Wearing of personnel protective equipment while moving through dark, smoke-filled facilities or aircraft. Exposure to extreme heat and cold environments while wearing personal protective equipment. Working around aircraft with munitions and large quantities of fuel while wearing self-contained breathing apparatus.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	FIRE CRASH RESCUE OFFCR LW-A 10		FIRE CRASH RESCUE OFFCR LW-A 10
	FIRE CRASH RESCUE OFFCR LW-A 10		FIRE CRASH RESCUE OFFICER-E E9
	FIRE CRASH RESCUE OFFICER-E E9		FIRE CRASH RESCUE OFFICER-E 8
	FIRE CRASH RESCUE OFFICER-E E9		FIRE CRASH RESCUE OFFICER-E 8
	FIRE CRASH RESCUE OFFICER-E 8		
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
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| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes - management developed PD.

23. What are the essential functions of this position?

The employee serves as the first-line supervisor for subordinate Fire/Crash Rescue Officers (FCRO), that perform emergency operations in accordance with United States Air Force (USAF), Air National Guard (ANG), State of Michigan, and locally developed guidance in accordance with Air Force instruction (AFI) 32-2001, AFI32-2001 (ANGSUP1) and Air National Guard Appendix 1024. Uses and maintains specialized firefighting tools and equipment. Provides fire and emergency response, medical, technical rescue and fire prevention services. Conducts and attends training in firefighting, medical, crash/rescue and technical rescue practices and procedures. Uses telecommunications systems, dispatching of emergency vehicles, information receiving, processing, and dissemination. Employee develops shift work assignments, tasks, and ensures completion. Employee coordinates with deployed units in training (UIT) regarding joint operations, use of vehicles, equipment, facilities, and crew assignments. Participates in physical fitness and agility program. The work requires knowledge of supervisory techniques, administrative tools and personnel policies and procedures. The employee is responsible for creating, certifying and submitting annual performance reviews using the state of Michigan performance management system for subordinate FCRO's assigned to their shift. The employee is responsible but not limited to shift scheduling, approving leave requests, reviewing and approving employee time and attendance. The employee is responsible for managing day to day work and could be called to perform on scene commander responsibilities during emergency responses. Directs and/or performs firefighting, crash, and rescue activities as determined by the fire chief. Uses and maintains specialized firefighting and crash/rescue equipment and other duties as deemed necessary by the Fire Chief.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position is being updated for the first time since it was established in 2010, and the changes are being made to ensure it aligns with other Fire Crash Rescue Supervisor PDs that were updated more recently. In order to more accurately reflect this position, the following changes were made. Duty #2 and #5 were added. Duty #3's percentage changed from 35% to 10%. Previous PD's Duty #4 ("Other duties as assigned") was added into this PD's Duty #5. There was also a minor update to change the use of the acronym "IAW" to "USAF".

25. What is the function of the work area and how does this position fit into that function?

Fire & Emergency Services operations
This position has a dual purpose. The first is to implement and manage a robust training program for the assigned firefighters of the Alpena CRTC. The second is to provide lifesaving, property conservation and incident stabilization during emergency

response to incidents on the Alpena CRTC/Alpena County Regional Airport and any community area as directed by the provisions of written mutual aid agreements or the chain-of-command. This position is vital for this function. To provide the best fire training facility possible for all DoD agencies, as well as civilian counterparts. This position is responsible for providing support to all agencies using the fire training facilities at the Alpena CRTC.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Fire/Crash Rescue Supervisor 11

Four years of experience related to fire/crash rescue methods and procedures as they relate to military aircraft and munitions, including one year of experience equivalent to a Fire/Crash Rescue Officer 10 or two years of experience equivalent to a Fire/Crash Rescue Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Firefighting/rescue techniques and equipment as they relate to military aircraft/munitions and structural disasters
- Fire detection and suppression systems
- Safety and accident prevention programs
- Lifesaving and first aid methods and techniques
- Training procedures as they relate to military aircraft/munitions and crash fire rescue operations
- Ability to communicate information in a clear and distinct manner using various methods and equipment
- Ability to maintain and do minor repair of crash fire rescue vehicles and equipment
- Ability to perform Emergency Medical Service
- Skills and Ability to maintain composure and respond properly to stressful emergency situations
- Ability to operate crash, fire rescue vehicles and equipment
- Ability to perform strenuous tasks requiring muscular strength, coordination, and endurance
- Must be able to teach and present lesson material both in oral and written fashion.
- Must have thorough working knowledge of the Air Force Fire training program

CERTIFICATES, LICENSES, REGISTRATIONS:

- Emergency Medical Technician (EMT) License (Basic EMT-B) or Medical First Responder (MFR) issued by the State of Michigan and/or National Registry
- International Fire Service Accreditation Congress (IFSAC) Certification or from equivalent certification board in the following:
 - Airport Firefighter Certification
 - Haz/Mat - Technician level
 - Haz/Mat – Incident Commander
 - Tele-communicator I & II Certification
 - Driver/Operator Pumper Certification
 - Driver/Operator Aircraft Rescue Fire Fighter (ARFF)
 - Fire Apparatus Driver/Operator Mobile Water Supply (MWS) Certification
 - Fire Officer I, II, III
 - Fire Instructor I, II, III
 - Fire Incident Safety Officer
 - Fire Officer IV (desired)
- Valid State Driver's License
- Military Driver's license
- Meet the physical and mental standards of the National Fire Protection Association (NFPA) standards 1001, 1003, and 1582
- Fire Fighters must obtain a favorable National Agency Check (NAC) as outlined in AFI 31-501
- Common Access Card (CAC) card
- Restricted Area Access (Line Badge)
- Fire Fighters shall meet NFPA 1581 (TB Test, Hepatitis B vaccine, health safety etc.)
- Fire Fighters assigned to HAZMAT teams will comply with medical surveillance criteria identified in 29 CFR 19A10.120, (f)(3)
- Must be willing to comply with the State drug testing program
- Must successfully pass pre-employment baseline and annual physical examination as identified in NFPA 1582
- Must successfully pass pre-employment baseline and periodic physical agility as identified in NFPA 1583

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

9/27/2022

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date