State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FRCROFRAA08R

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 OFFCR LW-A	**10. Division** Michigan Air National Guard
5. Working Title (What the agency calls the position) Fire/Crash Rescue Officer - E10	**11. Section** Civil Engineering - Fire & Emergency Services
6. Name and Position Code Description of Direct Supervisor FIRE CRASH RESCUE SUPERVISOR-1	**12. Unit** Alpena Combat Readiness Training Center
7. Name and Position Code Description of Second Level Supervisor NONSTATE SUPERVISOR	**13. Work Location (City and Address)/Hours of Work** 5884 A St. Alpena, MI. 49707 / 56 hours per week

14. General Summary of Function/Purpose of Position

The employee serves as an advanced level officer that performs emergency operations in accordance with (IAW) United States Air Force (USAF), Air National Guard (ANG), State of Michigan, and locally developed guidance in accordance with Air Force instruction 32-2001, AFI32-2001 ANGSUP1 and Air National Guard Appendix 24 W912JB-16-1024 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.

Provide training for fire & emergency services personnel and deployed units in training (UIT). Ensures readiness of assigned vehicles and equipment. Participates in training and exercises of various types. Participates in physical fitness and agility program. Uses established automated databases, programs and data processing equipment. Maintains installation facility and aircraft pre-fire plans. 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: 35**

Directs structural, wild land and aircraft rescue fire & firefighting (ARFF), technical rescues, emergency medical support and hazardous materials response activities in accordance with (IAW) United States Air Force (USAF), Air National Guard (ANG), State of Michigan, and locally developed guidance. Uses and maintains specialized fire fighting, 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:

- Participate in an occupational safety and health program in direct compliance with NFPA 1500
- Direct 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
- Direct 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
- Direct the efforts of individuals conducting firefighting activities specific to structural fire incidents on a military airfield and civilian community, including the positioning of responding vehicles and equipment and command and control of emergency operations
- Direct the efforts of emergency medical service in accordance with IAW Michigan public law 179
- Direct wild land urban interface firefighting activities
- Operate, direct, and occasionally perform operator level maintenance on assigned firefighting vehicles and equipment
- Direct hazardous material incident response activities
- Direct the efforts of 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
- Ensure readiness of vehicles and equipment
- 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
- Assists with training in crash/rescue, structural, and hazmat practices and procedures, providing a training atmosphere conducive to the learning process that provides the highest level of life safety possible
- 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

Duty 2

General Summary: **Percentage: 30**

Facilitate, operate and maintain the assets of the installation Fire Training Area and other resources available to Units-In-Training (UIT). Uses established automated databases, record keeping systems, programs, and data processing equipment. Uses multiple types of 2 way communications equipment. Communicates and coordinates with multiple installation, local, state, military, and federal agencies to include deployed UIT. Uses incident mapping, information research, and related tools. Relays pertinent information appropriately.

Individual tasks related to the duty:

- Operate a live-fire mock-up to emulate likely Aircraft Rescue Fire Fighting (ARFF) situations with the parameters given by the UIT's training officer/Senior fire officer
- Operate a live-fire mock-up with the parameters given by the evaluation team during a UIT's inspection/exercise
- Monitor UIT during use of training aides/simulators in the Fire Training Area or other resources of the installation
- Sign IN/OUT training equipment, aides, audiovisual equipment and buildings to 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
- Conduct user level repair/maintenance on facilities and training simulators
- Use established automated databases, record keeping systems, programs, and data processing equipment
- Maintain and update installation explosive safety records and quantities in munitions storage areas
- Use automated alarm monitoring and reporting systems
- Effectively use multiple types of 2 way communications equipment
- Communicate and coordinate with multiple installation, local, state, military, and federal agencies to include UIT
- Directs the response to Mutual Aid Requests after considering mission critical assets and manpower requirements, dispatching appropriate crews and equipment per the request
- Prioritize and accomplish multiple tasks in a controlled, effective manner while under stress
- Relay pertinent information to the incident commander, installation command staff, emergency operations centers, and unit control centers to include UIT in a timely manner

Duty 3

General Summary: **Percentage: 20**

Provide technical and fire prevention support and service to base agencies and Unit-In-Training. Uses incident mapping, information research, and related tools. Disseminate sensitive information using established procedures. Participate and instruct in training classes, evolutions, and exercises as required.

Individual tasks related to the duty:

- Disseminate sensitive information in accordance with established Air Force, federal, state, and local guidance
- Participate and instruct in training classes, evolutions, and exercises as required
- Direct Fire Prevention visits and facility inspections, ensuring compliance with fire prevention regulations through documentation and reporting to facility supervisors
- Participate in demonstrations of fire prevention, firefighting and aircraft rescue and firefighting practices
- Conduct tours of the fire station, Fire Training Area and other training venues of the installation to various groups and organizations
- Research and participate in plan review for new construction projects, renovations and self-help projects to ensure compliance with fire prevention engineering requirements and building codes
- Inspect, repair, re-service and maintain portable fire extinguishers used on the installation
- Provide fire evacuation exercises at the request of units
- Test, service and maintain transmitting and receiving devices used for fire detection systems
- Test, service and maintain installed fire suppression systems
- Schedule and instruct fire extinguisher and fire prevention classes for base agencies and UIT
- Uses incident mapping, information research, and related tools

Duty 4

General Summary: **Percentage: 10**

Maintain and prepare records and reports. Participates in physical fitness and agility program. Maintain and update installation personnel recall rosters.

Individual tasks related to the duty:

- Maintain and update installation personnel recall rosters
- 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

Duty 5

General Summary: **Percentage: 5**

Other duties as determined by the fire chief.

Individual tasks related to the duty:

- Performs a variety of other miscellaneous duties as required in the performance of the base mission.

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

- Decisions that impact other responding elements such as vehicle positioning, crew assignments and tactics for completing directed work activities during an emergency.
- Tactical use of equipment during situations calling for immediate life and death decisions.
- Inspection, citation and work stoppages when unsafe processes result in fire and/or safety hazards.

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

- Procurement requests based on records, testing, inspections or shortages of equipment, personal protective clothing or general supplies. Supervisor is the only person with fund allocation privileges.
- Use of paid or non-paid leave other than sick leave. Supervisor is the only person with authority to grant or deny leave.
- Implementation of policy, directives or standard operating guidelines, Research and development of these items are part of the duty requirement, final approval and implementation are required by the supervisor.

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.

- Physical effort-heavy lifting in high stress situations; climbing up and down ladders of various heights; maneuvering in low visibility, elevated and/or restricted areas while wearing personal protective clothing and equipment; stooping, kneeling, balancing, crouching, crawling, reaching/pulling/pushing, bending
- Environmental conditions-extreme heat; toxic atmosphere, i.e. dust, smoke, products of combustion, fumes; low visibility; all weather conditions; any period of the day/night; high noise levels; contaminated soil & water; radiation, explosives, incendiary devices, secondary devices.
- The job duties require an employee to work under stressful conditions. The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Military and Veterans' Affairs.

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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

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

This PD is being updated to mirror the changes made to other Fire/Crash Rescue A10 PDs in 2021. The PD is being updated for the first time since 2004, so changes were needed to certificate requirements to reflect current regulations and appendices. Other updates were needed for the individual tasks to reflect current technology, databases, and forms of communication used in the position, as well as more detailed individual tasks in each duty. Duty #5 was removed as it was redundant and already listed airfield operations and activities in Duty #1.

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

Life safety and property conservation to help ensure the mission success of the Alpena CRTC, Michigan National Guard, and the United States Air Force.

This position has a dual purpose.

To provide life saving, 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 counter-parts. 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 Officer 10
Three years experience related to fire/crash rescue methods and procedures as they relate to military aircraft and munitions, including one year equivalent to a Fire/Crash Rescue Officer E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough knowledge is required in the following areas:

- Fire fighting/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

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to obtain and maintain the following certifications/licenses/requirements within 12 months of hire:

- 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 - Operations level

  -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

- Valid State Driver's License
- Military Driver's license
- 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
- 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)

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.

HANNAH SCHULER 2/22/2022

Appointing Authority **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**