

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as an Assistant Fire Chief in the Fire and Rescue Department (Department), Office of Public Safety, Metropolitan Washington Airports Authority (Airports Authority). As a Senior Fire Officer, manages one of the Services of the Airports Authority Fire & Rescue Department (Department) - Emergency Services or Support Services, with full accountability for the functions, operations and personnel of the Service.

--Helps the Fire Chief manage the Department by managing a Service. Helps ensure that operations are effective and responsive to the air carriers, tenants and concessionaires (the resident service community) and airport users (the nonresident service community). Considers the wants and needs of this total service community within the resources available. Makes balanced decisions. Establishes clear priorities. Helps ensure compliance with legal, regulatory and other requirements; this includes implementation of Airports Authority, Office of Public Safety and Department policies, procedures, practices and other guidelines. Helps ensure their proper execution through subordinate Deputy Fire Chiefs at Headquarters (MA-320), Ronald Reagan Washington National Airport Fire Station (DCA, MA-321) and Washington Dulles International Airport Fire Stations (IAD, MA-321) or Headquarters staff Deputy and Battalion Fire Chiefs and Captains. Develops/Recommends or coordinates and helps implement Service- or Department-wide operational and administrative guidelines to help ensure effective Service/Department operations and administration. This includes, but is not limited to, direct and indirect development and management of budgets, management of the facilities and their logistics and supplies, recommendations on personnel, training and equipment, and coordination of special assignments.

--Recommends Service- or Department-wide policies, procedures, practices, and other guidelines in coordination with other key staff within or outside the Department.

--Provides command presence and exercises command in accordance with the chain of command, until relieved. Clearly defines expectations and assignments, provides clear orders and instructions, maintains approachability and listens to others, shows concern for others, exhibits flexibility, decisiveness and calm demeanor in high-pressure situations and contingencies, follows orders well, motivates others and otherwise provides effective senior-level leadership. Keeps subordinates, peers and superiors informed. Maintains managerial and supervisory proficiency. Serves and maintains technical proficiency, as a Senior Fire Officer, to oversee the response to a wide variety of routine and emergency incidents in airport, other public transportation (roadway, tunnel and rail), office and community settings and to serve as Incident Commander until relieved. On a regular basis, serves as Fire Duty Officer (FDO) and, as delegated, acts as Fire Chief in his/her absence; makes "final" decisions in both capacities.

--As assigned, leads or serves on the Department management team in negotiations with the bargaining unit(s). Receives input from lower echelons and advises the Fire Chief and others, such as human resources support staff, on management-labor relations and the practical aspects of specific management/union issues, proposals and agreements. Receives input from lower echelons and advises the Fire Chief and others on management-employee relations with non-

bargaining unit employees (civilian and firefighter). Provides input on grievances to be decided by the Fire Chief or higher echelons.

--Communicates and interacts effectively with internal and external business contacts (such as other public safety officials, emergency personnel, managers and key staff of air carriers, tenants and concessionaires, other Airports Authority offices, mutual aid jurisdictions and Federal and Virginia agencies, and the news media). Communication examples include exchanging information (from routine to emergency), providing technical and non-technical information on services and situations (including operational and tactical information and commands) and receiving technical and non-technical information on nature of emergencies, problems, actions and concerns.

--Regularly visits and moves about field locations, including fire grounds, to monitor, inspect and provide on-scene command and control, as required. Uses a SUV or similar vehicle to move around the airports, travel to meetings, work sites, etc., landside and airside.

--Uses a computer and (a) modern office suite software to communicate (email), plan, schedule, work process, manipulate data (databases and spreadsheets), prepare charts/graphics and presentations, and research (Internet); (b) enterprise software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) specialized software such as Firehouse for records management and Telestaff for scheduling.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of the functions and operations of the assigned Service, provides:

Organizational Planning. Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction. Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management. Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation. Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. a. Three years of progressively responsible experience as a Fire Deputy Chief, which includes substantive work in most of the DUTIES in this job description, including, but not limited to, experience (i) applying supervisory principles, policies and procedures, including EEO and standards of conduct, and, (ii) in leadership at a senior Fire Officer level supervising fire personnel at the second level of supervision including deploying personnel, monitoring work operations, obtaining effective results, and performing a full array of supervisory personnel functions, and (iii) demonstrating ability to supervise Fire and Rescue Department functions and personnel at the third level of supervision.

b. Five years of progressively responsible experience as a Battalion Fire Chief, which includes substantive work in most of the DUTIES in this job description, including, but not limited to, experience (i) applying supervisory principles, policies and procedures, including EEO and the standards of conduct, and, (ii) in leadership at a senior Fire Officer level supervising fire personnel at the second level of supervision including deploying personnel, monitoring work operations, obtaining effective results, and performing a full array of supervisory personnel functions, and (iii) demonstrating ability to supervise Fire and Rescue Department functions and personnel at the third level of supervision.

c. Any combination of the experience in “a” above (as Deputy Fire Chief) and “b” above (as Battalion Fire Chief) that totals five years.
3. Possession of Fire Officer II and Fire Service Instructor II certifications accredited by National Fire Protection Association (NFPA) or the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress (IFSAC).
4. Possession of certification of successful completion of Federal Emergency Management Agency (FEMA) accredited training in (a) Incident Safety Officer and (b) Incident Command System (ICS) 400, 700, and 800.
5. Possession of HAZMAT Operations (HMO) certification, accredited by National Fire Protection Association (NFPA), the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress (IFSAC).

6. EMT-B Certification (or higher) from the Virginia Department of Health, National Registry (showing effective and expiration dates), or a state certification, which is recognized by the Commonwealth of Virginia.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Experience in Airport Rescue and Fire Fighting, particularly in leadership at a senior Fire Office level.
2. Bachelor's Degree in Fire Science or a related field with coursework in fire administration, fire suppression/prevention, emergency medical services, or fire prevention and life safety services.
3. Virginia Department of Fire Programs Fire Officer III certification or equivalent certification.

KNOWLEDGE, SKILLS AND ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs to manage a Service and supervise subordinates.
2. Senior Fire Officer (Assistant Fire Chief) level knowledge of theories and concepts of fire, rescue and emergency medical services (EMS); of applicable Virginia, Federal, and NFPA guidelines; of the Department's organization, jurisdiction, policies and procedures (including supervisor and staff officer matters); knowledge of the Department's core service operations and issues, support operations and issues, and auxiliary and technical services; and knowledge of the location of key terrain, roadways and facilities and the basic organization and operations of mutual aid jurisdictions altogether to ensure the operations of the Service managed, to respond to the wants and needs of the total service community, to develop policy and to provide an atmosphere conducive to esprit de corps.
3. Senior Fire Officer level knowledge of, and skill in, fire prevention and fire suppression, rescue and EMS training, safety, and logistics, and related methods, tactics, techniques, apparatus, equipment, tools and materials, to help manage and oversee operations of the Service of assignment and, as required, serve as Incident Commander. This includes

specialized requirements listed under Other Significant Job Aspects, as supplemented by other official documents.

4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) with particular emphasis on the emergency incident environment to solve a problem. This includes the skill in recognizing subtle aspects of fire program, operations, or unit problems, identifying relevant information, dealing with divergent, concrete and abstract variables, and making balanced decisions. Examples include budgeting, organization design, work planning, operational reviews and guideline development.
5. Skill in oral communication to understand verbal information (facts, assertions and ideas), and to express such information verbally to diverse audiences so that they will understand and, in certain circumstances, be convinced or persuaded (at times regarding sensitive issues). Examples include representing the Service or Department in important situations, and speaking extemporaneously on a variety of subjects. This includes skill in encouraging effective oral communication by others such as subordinates, witnesses, victims of trauma in emergency situations, and officials from mutual aid jurisdictions.
6. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand and, in certain circumstances, be convinced and/or persuaded. Examples include reviewing the written work of others, including guidelines, technical papers, policy documents, incident and medical reports, and proposing or editing standard clauses (such as standard operational and administrative procedures) for the Service of assignment.
7. Interpersonal skills to interact effectively with contacts in a businesslike, customer service oriented manner. Examples include approaching or responding to people of different ethnic or socio-economic backgrounds needing or providing information or assistance in routine and emergency situations and fostering amicable relations and mediating or resolving conflicts.
8. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, manipulate data, prepare and develop reports, and perform research (Internet use); (b) enterprise systems/software for requisitioning, budgeting, and other functions; and (c) specialized systems/software used in the Department for dispatching, emergency medical services, records management, scheduling and incident management and command.
9. Ability to work under pressure, maintain emotional self-control and provide senior-level leadership during peak work periods, emergencies and other situations.
10. Ability to perform effectively without adverse effects of motion sickness, claustrophobia or similar factors.

RESPONSIBILITY Is responsible for managing one of the Services of the Department, Emergency Services or Support Services, with continuing accountability for its operations, personnel and administrative functions. Integrates the work of subordinate units to produce results and achieve objectives through a unified organizational effort. Work directly and significantly affects the Service's or Department's operations and administration, including its overall responsiveness to the total service community. As FDO or acting Fire Chief, may command the Department during critical periods until relieved.

Reports to the Fire Chief. Manages Service operations independently, keeping the supervisor informed of the status of projects, significant problems, and matters that should be presented to higher echelons. Most work flows to the Assistant Fire Chief as a function of assigned responsibilities and ongoing operations; other work tends to result from changes in guidelines, such as new fire, rescue and EMS standards, technology, or programs. The Fire Chief provides broad objectives and policy guidance for recurring management work. For special projects, the Fire Chief usually makes assignments in terms of general instructions, key considerations and time frames; self-generated projects are typically coordinated with the Fire Chief in early stages or after they are deemed practical. The incumbent coordinates closely with a variety of internal and external parties (such as the Fire Chief and other Public Safety personnel, and other Airports Authority offices, etc.) to fully understand and consider Airports Authority public safety issues. Solves problems that involve multiple, complex technical and non-technical considerations and perspectives that affect Service or department planning. The supervisor typically reviews work through reports, inspections and other means to assure managerial effectiveness, quality of senior level leadership, operational efficiency, the Service's compliance with policies, key requirements and special guidance (if any), tradeoffs made, customer service, timeliness and such other factors as specific Performance Management Partnership (PMP) goals and measures.

Guidelines include a variety of legal, regulatory, operational and administrative conditions and constraints, such as: Federal, state and county laws, ordinances and regulations, Airports Authority regulations, Department policies and procedures, EMS regulations, NFP A or Virginia Department of Fire Programs and Virginia Department of Health standards, supervisory programs and procedures (on personnel, EEO, etc.), and senior-level leadership principles and techniques. The Assistant Fire Chief uses mature, independent judgment to review and develop guidelines, provide senior-level leadership in various settings, and facilitate effective command at lower echelons at all times.

EFFORT Mainly performs desk work and typically exerts light physical effort in moving about to manage and coordinate activities. Regularly prepares and reviews documents containing small print such as policy documents, research materials and incident reports, and exchanges information face-to-face and by radio and telephone. Expresses oneself clearly when addressing various audiences and performing other functions. Regularly uses general office equipment as well as fire and rescue equipment needed for command and control purposes. May on rare occasion be required to exert moderate physical to heavy physical effort to direct firefighting activities; to use field techniques and equipment, such as protective clothing and SCBA; and to stay alert and maintain concentration amid distractions to identify potentially dangerous/hazardous situations, such as that used to avoid or minimize danger when working in very close proximity to fires, energized electrical wires and unstable substances. Operates a

motor vehicle using judgment based on weather, traffic and other factors. On occasion, identifies objects at a distance, recognizes abnormal behavior, and respond to alarms and cries for help.

WORKING CONDITIONS Works mainly in an adequately lighted, ventilated and temperature-controlled office setting; however, occasionally works outdoors in adverse weather to conduct field inspections, attend or monitor training, direct firefighting efforts and perform other functions. Is subject to job pressures and frustrations from service needs that exceed resources available, changing conditions and priorities from factors outside one's own control, and other causes. Maintains personal bearing and emotional composure and continues to provide effective senior-level leadership amid job pressures and frustrations. May on rare occasion be subject to dangerous/hazardous situations, such as uncontrolled fires. Wears personal protective clothing and equipment (including SCBA), stays alert, maintains concentration and follows training and guidelines to reduce or minimize risk to self and others.

OTHER SIGNIFICANT JOB ASPECTS The incumbent is subject to one-time and recurring training, certification and other requirements and standards mandated by the Commonwealth of Virginia and other proper authority. This includes but is not limited to successful completion of National Incident Management System modules, as required. Works established office hours (plus other hours depending on the task/situation at hand); regularly serves as FDO. Is subject to holdover and recall for emergencies and other reasons. May be assigned to any Assistant Fire Chief capacity at the sole discretion of the Fire Chief.