



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 15, 2019
Subject: Limited-service position request, JFO #2976

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #2976 – Four (4) limited-service positions within the VT Military Department. Three (3) titled Airport Fire Fighter and one (1) titled Airport Fire Fighter Captain. Positions are supported by ongoing federal funds and are 100% reimbursable.

Note: Funding from this source was approved in May 2010 under grant request JFO #2446. Total salary and fringe benefits for these positions is \$317,083.42.

[JFO received 10/9/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson at (802) 828-5622; sanderson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 29, 2019, we will assume that you agree to consider as final the Governor's acceptance of these requests.

#2976

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

RECEIVED
OCT 09 2019
JOINT FISCAL OFFICE

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: VERMONT MILITARY DEPARTMENT Date: 9/3/19

Name and Phone (of the person completing this request): DAVID HENDERSON (802) 338-3314

Request is for:
 Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 2446

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
National Guard Bureau, Master Cooperative Agreement, Appendix 1024, W912LN-10-1024

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Airport Fire Fighter	3	Military Dept.	9/30/24
Airport Fire Fighter Captain	1		9/30/24

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:
See attached Justification letter from Fire Chief Michael Billharz, SMSgt.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Kenneth W. Gray
Signature of Agency or Department Head Date 9/4/2019

Anna Pope
Approved/Denied by Department of Human Resources Date 9/12/19

[Signature]
Approved/Denied by Finance and Management Date 25 Sept 19

[Signature]
Approved/Denied by Secretary of Administration Date 10/2/19

[Signature]
Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date 11/7/19

Comments:

RECEIVED
SEP 16

OHR - 08/12/2019



DEPARTMENT OF THE AIR FORCE
158TH FIGHTER WING (ACC)
SOUTH BURLINGTON VERMONT

29 August 2019

MEMORANDUM FOR SOV HUMAN RESOURCES

FROM: 158th CES/CEF

SUBJECT: Request for new Firefighter Position Creation

1. **BACKGROUND.** The VTANG Fire Department 24/7 Operations are conducted by State of Vermont Employees. The SOV employee's operational costs are reimbursed by the National Guard Bureau since they work primarily on federal land and cover federal assets as well as the Burlington International Airport.

Recently the National Guard Bureau approved the VTANG Fire Department to increase from 29 federally reimbursed positions to 33 federally reimbursed SOV employees. The increase in positions is specifically to adding 4 additional Airport Firefighters.

The increase in positions is to get the VTANG Fire Department closer to meeting Department of Defense Standards for Air Force Installations to cover federal assets and the Burlington International Airport.

2. **DISCUSSION.** This increase is will add 1 Airport Firefighter to each shift and 1 Airport Firefighter Captain to the Administrative Staff assigned to Logistics and Compliance.

3. If there are any further questions in the matter please contact 802-660-5426 or email Michael.D.Bilharz.mil@mail.mil.

BILHARZ.MICHAEL. DANIEL.1252265720
Digitally signed by
BILHARZ.MICHAEL.DANIEL.1252265720
Date: 2019.08.29 11:08:57 -04'00'

MICHAEL D. BILHARZ, SMSgt, VTANG
Chief, Fire and Emergency Services

Attachment: NGB Funding Letter

Last Name	Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	FTE	Salary Table
Vacant	Airport Fire Fighter	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS
Vacant	Airport Fire Fighter	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS
Vacant	Airport Fire Fighter	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS
Vacant	Airport Fire Fighter Captain	22005	Federal Revenue Fund	2150020000	Military - air service contract	1	CLS

Grade	Step	Base Salary	Health	Dental	Retirement	Life	LTD	EMP	FICA	Total
20	01	41,121.00	25,170.21	853.00	7,183.84	173.53	94.58	31.00	3,145.76	77,772.91
20	01	41,121.00	25,170.21	853.00	7,183.84	173.53	94.58	31.00	3,145.76	77,772.91
20	01	41,121.00	25,170.21	853.00	7,183.84	173.53	94.58	31.00	3,145.76	77,772.91
22	01	45,885.00	25,170.21	853.00	8,016.11	193.63	105.54	31.00	3,510.20	83,764.69

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, noting changes (new duties, duties no longer required, etc.) since the last review. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

What: Required to complete National Incident Management System (NIMS) courses to include 100, 200, 300, 400, 700 and 800.

How: By completing both computer-based courses and state or federally sponsored lecture courses.

Why: Under Homeland Security Presidential Directive #5 (February 2003), the Federal government has created the National Incident Management System (NIMS). This system directs the creation of a comprehensive, national approach to incident management by federal, state, territorial, Tribal and local responders. The Presidential Directive also makes NIMS compliance a requirement for any of these entities wishing to receive Federal funds starting with Federal fiscal year 2007.

What: Be prepared to respond to emergencies involving weapons of mass destruction, to include chemical, biological and nuclear weapons. Also must be prepared to take command of such incidents and provide support to specialized teams.

How: By following newly developed checklists and Standard Operating Procedures (SOPs), and through training.

Why: Since the terrorist acts of 9/11, there is a real threat of these types incidents.

What: Use Automatic External Defibrillators (AED)

How: The use of AEDs is now part of the CPR training and we are required to certify yearly on its use.

Why: Two of the departments vehicles now carry an AED, and we must be trained and prepared to use them during Emergency Medical Services (EMS) responses, or on other members of the fire department.

What: Perform high angle rescue and water (from the shore) rescue. This may include taking command of such incidents.

How: These types of rescue require specialized training and the use of specialized rescue equipment.

Why: There are geographic and man made areas on the installation and in the local area that may require these types of rescue.

What: Increased knowledge and training of installed fire protection systems, with many new AFFF foam systems being installed on the installation, and across the airfield in our automatic first response area.

How: Trained in the operation, servicing and unique qualities of the AFFF foam systems. This includes emergency shut down of the system in the event of an accidental activation.

Why: To aid in reducing the loss or damage to aircraft that we are required to protect.

What: We are required to utilize the Automated Civil Engineering System (ACES). This new information system is used to input emergency and non-emergency response information into the National Fire Incident Reporting System, track and document fire fighter training, apparatus assignments, vehicle and equipment inspection and maintenance, daily events log, and personnel forecasting.

How: Through extensive and ongoing training in this new and complex computer based information system, we learned how to properly input the required information to account for all fire department activities.

Why: The Air Force and Air National Guard require the use of this system to complete a comprehensive report of all fire department activities. This system is accessed by these agencies to retrieve and record vital information.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Work directly for the Fire Chief and VTANG Fire Department Administrative Staff as well as coordinate inspections and training with the and Airport Firefighter Shift Supervisors.

Would also be available to respond to emergencies as needed. While on emergency scenes work with military members and civilians alike to assist with mitigating their incident. Working with local fire departments during training and emergency events. Working with BTV and military airport operations and personnel to consolidate efforts for emergency operations.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Incumbants must be certified to and maintain Department of Defense or International Fire Service Accreditation Congress (IFSAC) Fire Officer II, Fire Instructor II, Fire Inspector II, and Hazardous Materials Incident Commander levels."

Must maintain Emergency Medical Technician Basic or Emergency Medical Responder Certification.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

NO

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

They can be assigned to service as a shift officer if needed by the Fire Chief or Shift Supervisor. Ensure all daily assignments and details passed on by the assistant chief get completed and assign personnel to various job duties. The primary liason with mutual aid agencies serving as the fire department representative to all off-base emergencies.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- > For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- > Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

There is a high level of stress inherent to firefighting. Stress is caused by exposure to hazardous situations, dealing with injured/deceased victims, as well as concerns maintaining job capabilities. Decisions made may affect us personally, our co-workers, the mission capability of the Vermont Air National Guard, the public on an individual basis and surrounding Fire Departments and Ambulance services.

Fire fighting is potentially dangerous and physically demanding. Duties are performed on base and within the mutual aid area during the course of a shift work as needed and may range from routine to extremely hazardous conditions. Personnel must be physically fit and able to perform under highly stressful conditions. Personnel must work on the flight line,

near military aircraft under armed guard. Personnel can be required at any time to submit to and cooperate with a physical examination as determined by the Occupational Health Doctor to verify his or her physical fitness for the job.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

We are accountable for the safety of the members of the VT Air and Army National Guard that are stationed at the BIAP as well as for the travelers that use the BIAP. We also play a large role in maintaining the mission capability of the 158th FW.

We are responsible for the security of personal information obtained during the performance of our duties responding to medical emergencies.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Dealing with the sick, injured and deceased. Unknown hazards, responding to potential life threatening events, potential contraction of illness through patient contact.	varies
24 hours response required in all weather conditions, long hours with little sleep. Required of passing knowledge testing, physicals.	varies
Required of passing knowledge testing, physicals.	varies

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident,

disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Fire, hazardous materials, confined spaces, falls from rope, ladders or roofs. Fuel, crushing, cutting hazards from vehicle extrication. Lifting heavy objects or people. Infectious disease or assault at medical responses.	varies
Driving under stressful situations. Responding to emergencies in any type of weather.	varies.

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Tools and equipment to include fire hose, hydraulic tools, ladders and more. Our Fire gear with SCBA weighs approx 50 lbs.	10 to 150 pounds	Daily
People	50 to 500 pounds	varies

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Proper lifting methods can not always be used at the scene of an emergency due to patient position or uncontrollable variables.	varies
Conducting building searches and just moving is hindered due to protective clothing and carrying tools and equipment. Emergency vehicle operation is highly stressful and requires a high degree of concentration and skill.	varies

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Examples of Work: Responds immediately to actual and potential emergencies during assigned shift and is subject to call for all major emergencies. Operates fire fighting or rescue equipment such as extinguishing agent turrets, hoses, ladders, and Jaws of Life. Enters aircraft or structures, removes victims to a safe location, and administers emergency first aid. Shuts down aircraft engines and safety systems as required. Coordinates actions

with mutual aid fire fighters, emergency medical personnel, law enforcement, and others at scene. Responds to structural fire alarms and other off-base emergencies in accordance with mutual aid agreements. Emergencies may include, but are not limited to, aircraft accidents or abnormal conditions, structural fires, bomb threats, hijack alerts, hazardous materials emergencies including weapons systems and fuel systems malfunctions, confined space rescue, medical emergencies, and ground transportation accidents that require specialized fire fighting and rescue equipment and procedures. Assists with inspection, operation, and maintenance of aircraft arresting system. Regularly inspects and performs operator maintenance on assigned fire fighting and rescue vehicles and all fire fighting and rescue equipment including power tools; portable fire extinguishers; and installed fire detection, alarm, and suppression systems. Inspects base facilities to correct fire hazards to be programmed for correction. Operates department fire alarm communications center. Performs related duties as required.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The ability to review and evaluate the Fire Departments Major Programs and provide feedback to the Fire Chief and other shift officers.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Meeting all Department of Defense requirements for the fire fighter captain position.

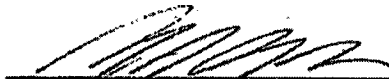
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

I concur with all written. Increased responsibility has fallen on fire fighters to perform at a higher level and at events they were previously not trained on. Since the events of September 11 and Hurricane Katrina fire fighters have been tasked to perform at these type of emergencies to which intense specialized training was needed to ensure the safety of the fire fighter and safety of the victims of these events. As the complexity of emergencies grow technological advances have also grown to enhance the safety of fire fighters. Computerized systems, thermal imaging, emergency medical procedures, and faster/lighter equipment has been developed the fire fighter has had to undergo training on all new equipment to enhance the services provided to our customers.

4. Suggested Title and/or Pay Grade:

Airport Firefighter Captain/ PG 22

Supervisor's Signature (required):



Date: 8/29/12

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are required and must indicate where the position reports.
 Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

No

Suggested Title and/or Pay Grade:

Pay Grade 22, Captain.

Personnel Administrator's Signature (required): R Royce Date: 9/4/19

Appointing Authority's Section:

Please review this completed job description but do not alter or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Same as proposed

Kimberly W. Gray
Appointing Authority or Authorized Representative Signature (required)

9/4/2019
Date

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____
New Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____ Accountability: _____
Working Conditions: _____	Total: _____

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: JFO Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent filing**.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

1. Job Duties

This is the *most critical* part of the form. Describe the activities and duties required in your job, noting changes (new duties, duties no longer required, etc.) since the last review. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

Responds immediately to actual and potential emergencies during assigned shift and is subject to call for all major emergencies. Operates firefighting or rescue equipment such as extinguishing agent turrets, hoses, ladders, and Jaws of Life. Enters aircraft or structures, removes victims to a safe location, and administers emergency first aid. Shuts down aircraft engines and safeties systems as required. Coordinates actions with mutual aid fire fighters, emergency medical personnel, law enforcement, and others at an emergency scene.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may collaborate, monitor, guide, or facilitate change.

Work directly for the Airport Firefighter Captain and Airport Firefighter Shift Supervisor. Work hand in hand with their peer Airport Firefighters while training, working emergency incidents, and general station duties/life.

While on emergency scenes work with military members and civilians alike to assist with mitigating their incident. Working with local fire departments during training and emergency events. Working with BTV and military airport operations and personnel to consolidate efforts for emergency operations.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

They would meet the same standards of the current Airport Firefighter position description.

Once hired they would need to obtain and maintain the following at a minimum:

Fire Fighter II, Airport Fire Fighter, and driver/operator - ARFF, driver/operator mobile water supply, driver/operator pumper, Telecommunicator I and II levels.

Firefighters must maintain proficiency in Vehicle Extrication and the tools and equipment used in extrication, Confined Space Rescue and the tools and equipment used, Rope Rescue to include ropes and knots, Aircraft arresting systems, and specified training to mitigate munitions fires.

We must pass and maintain medical certification First Responder or Emergency Care Attendant.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held directly responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

NO

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Duties are prioritized and assigned by the shift supervisor and or captain. Shift captains ensures that assigned duties are accomplished proficiently. Job performance evaluations are given on a annual basis.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

There is a high level of stress inherent to firefighting. Stress is caused by exposure to hazardous situations, dealing with injured/deceased victims, as well as concerns maintaining job capabilities. Decisions made may affect us personally, our co-workers, the mission capability of the Vermont Air National Guard, the public on an individual basis and surrounding Fire Departments and Ambulance services.

Fire fighting is potentially dangerous and physically demanding. Duties are performed on base and within the mutual aid area during the course of a 24-hour shift and may range

from routine to extremely hazardous conditions. Personnel must be physically fit and able to perform under highly stressful conditions. Personnel must work on the flight line, near military aircraft under armed guard. Personnel can be required at any time to submit to and cooperate with a physical examination as determined by the Occupational Health Doctor to verify his or her physical fitness for the job.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

We are accountable for the safety of the members of the VT Air and Army National Guard that are stationed at the BIAP as well as for the travelers that use the BIAP. We also play a large role in maintaining the mission capability of the 158th FW.

We are responsible for the security of personal information obtained during the performance of our duties responding to medical emergencies.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Dealing with the sick, injured and deceased.	varies
Unknown hazards, responding to potential life threatening events, potential contraction of illness through patient contact.	
24 hours response required in all weather conditions, long hours with little sleep. Required of passing knowledge testing, physicals.	varies
Required of passing knowledge testing, physicals.	varies

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: hazards include such things as potential accidents, illness, chronic health conditions or other.

harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and discomfort includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Fire, hazardous materials, confined spaces, falls from rope, ladders or roofs. Fuel, crushing, cutting hazards from vehicle extrication. Lifting heavy objects or people. Infectious disease or assault at medical responses.	varies
Driving under stressful situations. Responding to emergencies in any type of weather.	varies

c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Tools and equipment to include fire hose, hydraulic tools, ladders and more. Our Fire gear with SCBA weighs approx 50 lbs.	10 to 150 pounds	Daily
People	50 to 500 pounds	varies

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Proper lifting methods can not always be used at the scene of an emergency due to patient position or uncontrollable variables.	varies
Conducting building searches and just moving is hindered due to protective clothing and carrying tools and equipment. Emergency vehicle operation is highly stressful and requires a high degree of concentration and skill.	varies

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Examples of Work: Responds immediately to actual and potential emergencies during assigned shift and is subject to call for all major emergencies. Operates fire fighting or rescue equipment such as extinguishing agent turrets, hoses, ladders, and Jaws of Life.

Enters aircraft or structures, removes victims to a safe location, and administers emergency first aid. Shuts down aircraft engines and safety systems as required. Coordinates actions with mutual aid fire fighters, emergency medical personnel, law enforcement, and others at scene. Responds to structural fire alarms and other off-base emergencies in accordance with mutual aid agreements. Emergencies may include, but are not limited to, aircraft accidents or abnormal conditions, structural fires, bomb threats, hijack alerts, hazardous materials emergencies including weapons systems and fuel systems malfunctions, confined space rescue, medical emergencies, and ground transportation accidents that require specialized fire fighting and rescue equipment and procedures. Assists with inspection, operation, and maintenance of aircraft arresting system. Regularly inspects and performs operator maintenance on assigned fire fighting and rescue vehicles and all fire fighting and rescue equipment including power tools; portable fire extinguishers; and installed fire detection, alarm, and suppression systems. Inspects base facilities to correct fire hazards to be programmed for correction. Operates department fire alarm communications center. Performs related duties as required.

Employee's Signature (required): N/A Date: _____

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The ability and knowledge to respond to any type of emergency and mitigate the emergency without injury to themselves, co-workers, or public.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?


Meeting all Department of Defense requirements for the fire fighter position which includes fire fighter 2, driver/operator pumper, ARFF, and mobile water supply, airport fire fighter, and telecommunicator. Fire fighter also needs to maintain emergency medical certification. Fire fighter needs to be physically fit and mentally prepared to face a wide array of emergency situations.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

I concur with all written. Increased responsibility has fallen on fire fighters to perform at a higher level and at events they were previously not trained on. Since the events of September 11 and Hurricane Katrina fire fighters have been tasked to perform at these type of emergencies to which intense specialized training was needed to ensure the safety of the fire fighter and safety of the victims of these events. As the complexity of emergencies grow technological advances have also grown to enhance the safety of fire fighters. Computerized systems, thermal imaging, emergency medical procedures, and faster/lighter equipment has been developed the fire fighter has had to undergo training on all new equipment to enhance the services provided to our customers.

4. Suggested Title and/or Pay Grade:

Airport Firefighter/ PG 20

Supervisor's Signature (required):  Date: 8/29/19

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are required and must indicate where the position reports.
- Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

No

Suggested Title and/or Pay Grade:

PG 20

Personnel Administrator's Signature (required): RRoyce Date: 9/4/19

Appointing Authority's Section:

Please review this completed job description but do not alter or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Same as proposed

Kenneth Gray
Appointing Authority or Authorized Representative Signature (required)

9/4/2019
Date

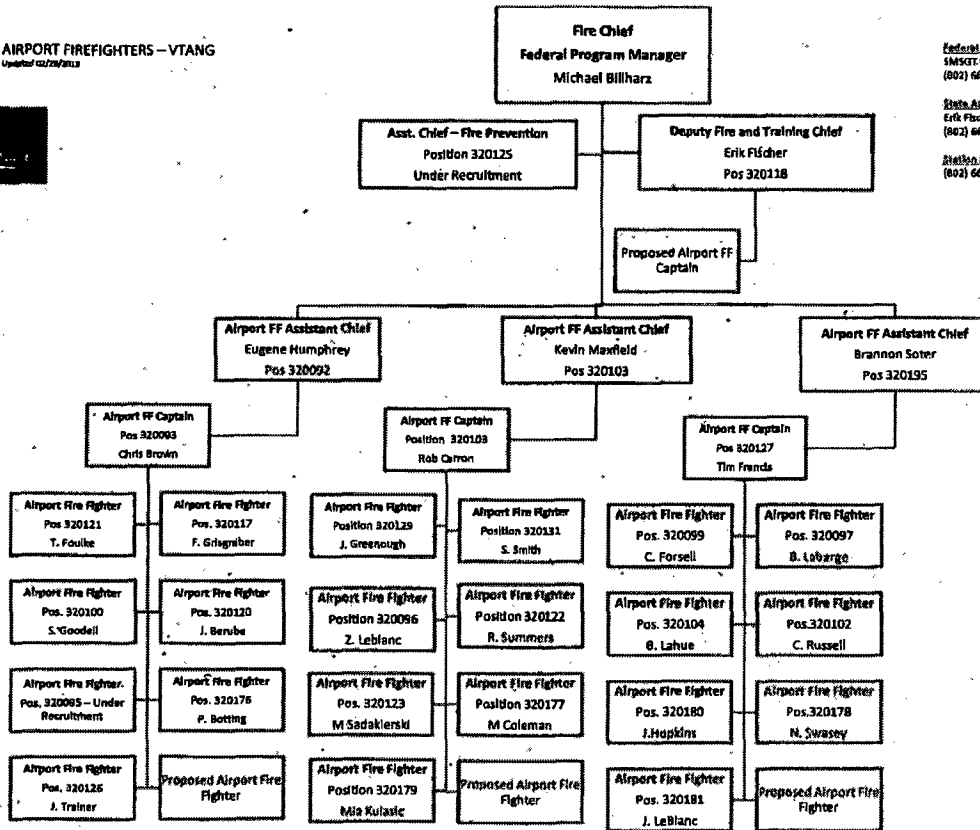
AIRPORT FIREFIGHTERS – VTANG
Updated 02/28/2013



Federal Program Manager
 SMSGT. Michael Billharz
 (802) 660-5426

State Assistant Chief
 Erik Fischer
 (802) 660-5310

Station (Operations) Chief
 Brannon Soter
 (802) 660-5325





NATIONAL GUARD BUREAU
3501 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

6 April 2017

MEMORANDUM FOR TAG/DoS

FROM: NGB/A4A

SUBJECT: Facilities Operations State Firefighter Employee Manpower Authorization

This letter updates the number and type of state employees authorized to operate and provide emergency fire services on your ANG facilities to Air Force standards. This authorization letter is based on the total FES Manpower standard (ANGMS 44EF00) and the reimbursable staff is the offset by Secretary of Air Force policy letter requiring consideration of other available resources at that specific location.

Fire Department Full Authorization: 43

Manpower levels were developed to provide state employee staffing for the Fire Emergency Services Flights. The total number of state employees that are reimbursable is mandated by this office; however, the Fire Chief has the discretion to determine requirements as long as the total number reimbursable positions are not exceeded.

Reimbursement of salaries for each employee will be reviewed and based upon the 2 CFR 200 of Allowable, Reasonable, and Available. Validations of the MCA are accomplished from the installation submission of the annual NGB/A4 MCA FinPlan where the requests will be reviewed and validated prior to execution year. Costs determined to be not reasonable or allowable will not be reimbursed by the grantor and will be borne by the Grantee.

Federal equivalents are provided as a basis for establishing uniform salary requirements and should not be used as a basis for promotion or stating salary. State wage and grade determination will follow applicable State law. Manning authorizations do not equate to funding, therefore, increased funded growth must be preapproved in writing by NGB/A4AIA.

Reimbursable Authorizations: 43

The reimbursable manning authorizations, by Title, and federal grade equivalency for the 158 FW, Burlington International Airport, VT are as follows:

<u>Titles (May vary state to state)</u>	<u>Equivalency</u>	<u>Reimbursable</u>
Assistant Chief Operations	GS-10 step 5	3
Assistant Chief Fire Prevention	GS-10 step 5	1
Training Chief	GS-10 step 5	1
Crew Chief / Station Captain	GS-8 step 5	4
Firefighter / Driver	GS-6 step 5	24

Total Authorizations (43 Authorized, 33 Reimbursable)

This authorization rescinds any previous authorization letter. Please maintain existing authorization levels through the FY17 Federal fiscal year and beyond. Should you have any questions or concerns about the methods used in determining your authorizations, please contact Mr. Kevin Salesman, kevin.a.salesman.civ@mail.mil, DSN 612-8009.

//SIGNED//
BENJAMIN W. LAWLESS, P.E., GS-15
Chief Asset Management

CC: USPFO
158 WG/CC
158 WG/CE

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Airport Fire Fighter

Job Code: 850400

Pay Plan: Classified

Pay Grade: 20

Occupational Category: Protective Services

Effective Date: 11/14/2013

Class Definition:

Potentially dangerous and physically demanding technical work providing 24 hour fire-emergency services at Burlington International Airport. Class incumbents are employees of the Vermont Military Department and provide a full range of services including, but not limited to, aircraft rescue and firefighting; structural rescue and firefighting; emergency medical services; mutual aid; fire prevention; training; maintenance of equipment, extinguishers, and installed systems; and related duties. Duties are performed under the supervision of a shift supervisor.

This position is Group "C" retirement with mandatory retirement at age 55.

Examples of Work:

Responds immediately to actual and potential emergencies during assigned shift and is subject to call for all major emergencies. Operates firefighting or rescue equipment such as extinguishing agent turrets, hoses, ladders, and Jaws of Life. Enters aircraft or structures, removes victims to a safe location, and administers emergency first aid. Shuts down aircraft engines and safeties systems as required. Coordinates actions with mutual aid fire fighters, emergency medical personnel, law enforcement, and others at an emergency scene.

Responds to structural fire alarms and other off-base emergencies in accordance with mutual aid agreements. Emergencies may include, but are not limited to, aircraft accidents or abnormal conditions, structural fires, bomb threats, hijack alerts, hazardous materials emergencies including weapons systems and fuel systems malfunctions, confined space rescue, medical emergencies, and ground transportation accidents that require specialized firefighting and rescue equipment and procedures. Operates firefighting or rescue vehicles. Assists with inspection, operation, and maintenance of aircraft arresting system. Regularly inspects and performs operator maintenance on assigned firefighting and rescue vehicles and all firefighting and rescue equipment including power tools; portable fire extinguishers; and installed fire detection, alarm, and suppression systems. Prepares and presents training classes for state, military, auxiliary, mutual aid fire fighters, and Army National Guard personnel. Inspects base facilities to correct fire hazards and to identify design deficiencies to be programmed for correction. Prepares technical reports as needed. Maintains records, publications, and technical manual libraries. Operates department fire alarm communications center. Provides positive and effective support of the Equal Employment Opportunity Program objectives employing imaginative and positive efforts to identify and fully utilize the present skills of employees. Demonstrates sensitivity to situations that could cause discrimination complaints and takes proper, prompt, constructive action to eliminate such situations. Performs related duties as required.

Environmental Factors:

Firefighting is potentially dangerous and physically demanding work. Emergency response can be highly stressful. Duties are performed on base and within the mutual-aid area during the course of a 24-hour shift. Exposure to extremely hazardous conditions is a job requirement.

The work requires using a respirator, carrying equipment weighing fifty or more pounds, and possessing physical strength sufficient to carry victims during rescue operations. An incumbent must be physically fit and able to perform under highly stressful conditions. An incumbent must work on the flight line, near military aircraft under armed guard, and therefore must obtain a security line badge and favorable level security clearance. An

incumbent will submit to an annual physical examination conducted in accordance with NFPA Standard 1582 as determined by the Occupational Health Doctor. The incumbent can be required at any time to submit to and cooperate with a physical examination as determined by the Occupational Health Doctor to verify his or her physical fitness for the job. An incumbent must possess a valid driver's license. Incumbents will be required to attend schools relating to fire protection.

Mission critical assignments may require work outside of normal work hours absent prior notification. An incumbent will be required to participate in a physical fitness program as determined by the Occupational Health Doctor and NFPA, USAF, OSHA, and VOSHA requirements.

Knowledge, Skills and Abilities:

Knowledge of firefighting principles and practices, including operation of basic fire suppression equipment.

Working knowledge of the causes and characteristics of fires fueled by diverse substances.

Ability to function effectively under high levels of stress and danger.

Physical conditioning sufficient to perform assigned duties.

Ability to acquire and maintain cardiopulmonary resuscitation and emergency first aid certification.

Ability to effectively communicate orally and in writing.

Ability to work with word-processing and database software.

Ability to prepare detailed reports.

Ability to follow verbal and written orders.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

High School diploma or equivalent AND two (2) years or more as a fire fighter with an organized fire department OR completion of Department of Defense Fire Protection Apprenticeship Course X3ABR3E731 (provide copy of Apprenticeship Course certificate).

AND

Current State of Vermont emergency medical services license of at least Emergency Medical Responder OR National Registry of Emergency Medical Technicians certification of at least Emergency Medical Responder OR Department of Defense certification of at least Emergency Medical Responder.

AND

Certified to Department of Defense (DoD) OR International Fire Service Accreditation Congress (IFSAC) OR Pro Board at the following levels: Fire Fighter II, Hazardous Materials Operations. (provide copies of certificates)

AND

Must possess a current, valid driver's license.

Note: An incumbent must obtain a government vehicle operator's permit within four (4) months of employment.

Note: Selected candidates must pass a pre-employment physical examination in accordance with NFPA Standard 1582. Incumbent must apply for and obtain a favorable clearance upon selection and must maintain eligibility for the clearance for the duration of employment. Within six (6) months of employment incumbents must receive and maintain a security area line badge.

Note: An incumbent must be certified to Department of Defense (DoD) OR International Fire Service Accreditation Congress (IFSAC) OR Pro Board at the following levels: Airport Fire Fighter, Driver/Operator - ARFF, Driver/Operator - Pumper, and Driver/Operator - Mobile Water Supply. (provide copies of certificates). PREFERENTIAL CONSIDERATION given to applicants currently certified to these levels. Incumbents will have six (6) months to obtain necessary certifications.

Preferred Qualifications:

Special Requirements:

See above.

Commissioner Beth Fastiggi
120 State Street, Montpelier, VT 05620
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Airport Fire Fighter Captain

Job Code: 044900

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Protective Services

Effective Date: 06/19/2018

Class Definition:

Potentially dangerous and physically demanding technical work providing 24 hour fire-emergency services at Burlington International Airport. Class incumbents are employees of the Vermont Military Department and provide a full range of services including, but not limited to, aircraft rescue and firefighting; structural rescue and firefighting; emergency medical services; mutual aid; fire prevention; training; maintenance of equipment, extinguishers, and installed systems; and related duties. Class incumbents are working shift supervisors who assist with the management of a wide variety of fire, rescue, and administrative activities. Class incumbents supervise the fire fighters who function as the airport's fire department.

Duties are performed under the direction of the Assistant Chief of Operations. This position is Group "C" retirement with mandatory retirement at age 55.

Examples of Work:

Responds immediately to actual and potential emergencies during assigned shift and is subject to call for all major emergencies. Operates, or supervises the operations of, firefighting or rescue equipment such as extinguishing agent turrets, hoses, ladders, and Jaws of Life.

Enters aircraft or structures, removes victims to a safe location, and administers emergency first aid. Shuts down aircraft engines and safeties systems as required. Directs and coordinates the actions of Vermont Air National Guard fire fighters, mutual aid fire fighters, law enforcement, emergency medical personnel and others at an emergency scene assuming the Incident Commander role as needed. Responds to structural fire alarms and other off base emergencies in accordance with mutual aid agreements. Emergencies may include, but are not limited to, aircraft accidents or abnormal conditions, structural fires, bomb threats, hijack alerts, hazardous materials emergencies including weapons systems and fuel systems malfunctions, confined space rescue, medical emergencies, and ground transportation accidents that require specialized firefighting and rescue equipment. Operates, or supervises the operation of, firefighting or rescue vehicles. Assists with inspection, operation, and maintenance of aircraft arresting system. Regularly inspects and performs operator maintenance on assigned firefighting and rescue vehicles and all firefighting and rescue equipment including power tools; portable fire extinguishers; and installed fire detection, alarm, and suppression systems. Prepares and presents training classes for state, military, auxiliary, mutual aid fire fighters, and Army National Guard personnel. Inspects base facilities to correct fire hazards and to identify design deficiencies to be programmed for correction. Prepares, and supervises preparation of, technical reports as needed. Maintains, and supervises maintenance of, records, publications, and technical manual libraries. Supervises the operation of the department fire alarm communications center. Provides positive and effective support to the Equal Opportunity Program objectives, including imaginative and positive efforts to identify and fully utilize the skills of employees. Demonstrates sensitivity to situations that could lead to discrimination complaints and takes proper, prompt, constructive action to eliminate such situations. Directs the daily activities and response to actual and potential emergencies in the absence of the Assistant Chief of Operations. Ensures that all station duties are accomplished in a timely manner. Performs related duties as required.

Environmental Factors:

Firefighting is potentially dangerous and physically demanding work.

Emergency response can be highly stressful. Duties are performed on base and within the mutual-aid area during the course of a 24-hour shift. Exposure to extremely hazardous conditions is a job requirement. The work requires using a respirator, carrying equipment weighing fifty or more pounds, and possessing physical strength sufficient to carry victims during rescue operations. An incumbent must be physically fit and able to perform under highly stressful conditions. An incumbent must work on the flight line, near military aircraft under armed guard, and therefore must obtain a security line badge and secret level security clearance. An incumbent will submit to an annual physical examination conducted in accordance with NFPA Standard 1582 as determined by the Occupational Health Doctor.

An incumbent can be required, at any time, to submit to and cooperate with a physical examination as determined by the Occupational Health Physician, to verify his or her physical fitness for the job. An incumbent must possess a valid driver's license. Incumbents will be required to attend schools relating to fire protection or management. Mission critical assignments may require work outside of normal work hours absent prior notification. An incumbent will be required to participate in a physical fitness program as determined by the Occupational Health Doctor and NFPA, USAF, OSHA, and VOSHA requirements.

Knowledge, Skills and Abilities:

Considerable knowledge of firefighting principles and practices, including operation of basic fire suppression equipment.

Considerable knowledge of emergency procedures involving aircraft, structures, hazardous materials, confined spaces, and other procedures required to deal with airport emergencies.

Considerable knowledge of the causes and characteristics of fires fueled by diverse substances.

Considerable knowledge of traffic routes, runways, taxiways and parking aprons at the Burlington International Airport.

Considerable knowledge of civilian and military aircraft and their operating procedures as these relate to firefighting and rescue procedures.

Considerable knowledge of fire fighter safety rules and practices.

Knowledge of agreements between the State of Vermont and the Vermont State Employees Association, military and civilian directives including federal labor laws, fire codes and standards.

Ability to function effectively under high levels of stress and danger.

Physical conditioning sufficient to perform assigned duties.

General knowledge of supervisory principles and techniques.

Ability to present, or develop, formalized courses in firefighting and rescue principles.

Ability to acquire and maintain cardiopulmonary resuscitation and emergency first aid certification.

Ability to effectively communicate orally and in writing.

Ability to work with word-processing and database software.

Ability to prepare detailed reports.

Ability to follow written and verbal orders.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

High School diploma or equivalent AND five (5) years or more in a paid civilian or military fire department INCLUDING one (1) year experience supervising day-to-day and emergency operations.

OR

High School diploma or equivalent AND nine (9) years or more in a volunteer fire department INCLUDING two (2) years or more supervising day-to-day and emergency operations.

OR

Vocational/technical schooling in fire science or a relevant field AND five (5) years or more in an organized fire department INCLUDING one (1) year or more supervising day-to-day and emergency operations.

OR

Do you have an associate's degree OR higher in fire science or related field AND four (4) years or more in an organized fire department INCLUDING one (1) year or more supervising day-to-day and emergency operations.

Note: Applicant requires current State of Vermont emergency medical services license of at least Emergency Medical Responder OR National Registry of Emergency Medical Technicians certification of at least Emergency Medical Responder OR Department of Defense certification of at least Emergency Medical Responder (provide copy of certificate). PREFERENCE given to applicants certified to EMT level. Applicant requires Pro Board OR International Fire Service Accreditation Congress (IFSAC) certification of Fire Officer II AND Fire Instructor II AND Fire Inspector II AND Hazardous Material Incident Commander (provide copy of certificates).

Note: PREFERENCE given to applicants who are ICS 300 and ICS 400 trained (provide copy of certificates).

Note: Applicant must possess a current, valid driver's license.

Note: An incumbent must obtain a government vehicle operator's permit within four (4) months of employment.

Note: Selected candidates must pass a pre-employment physical examination in accordance with NFPA Standard 1582. Incumbent must apply for and obtain a favorable clearance upon selection and must maintain eligibility for the clearance for the duration of employment. Within six (6) months of employment incumbents must receive and maintain a security area line badge.

Preferred Qualifications:

Special Requirements: As above.

Commissioner Beth Fastiggi
120 State Street, Montpelier, VT 05620
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