

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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GENERAL ADMINISTRATION

SOP#: GA 19.10

Title: Promotional Process for Fire
Master Firefighter/EMT

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Fire Chief's Signature



City Manager's Signature

**PROMOTIONAL PROCESS FOR
MASTER FIREFIGHTER/EMT**

I. PURPOSE

The promotional process for Master Firefighter/EMT is a tool used by the Fire Chief to narrow the number of candidates and assist him in making his final selection. The promotional process is a complex system designed to be fair and equitable. Candidates are evaluated on a combination of experience, training, education, knowledge, work performance, and an assessment process.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. PROCEDURES

The Deputy Chief is responsible for administering the promotional process and is responsible for insuring that all elements used in the promotional process are job related.

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When a vacancy exists for the position of Master Firefighter/EMT, the Fire Chief shall post an internal advertisement of the position for a minimum of one week. During that time qualified personnel may submit the required paperwork outlined in the announcement to be considered for the advertised position.

The Fire Chief shall arrange and schedule the appropriate segments of the promotional process which may include an application, submission of resume, submitting letters of recommendation, applicant testing, applicant assessment boards, written exercises, computer skills exercises, interviews, background investigation, etc. The following criteria shall be used in the promotional process:

1. Experience

The minimum required time to be eligible to apply for the position of Master Firefighter/EMT is the completion of eighty-four (84) current, consecutive months as a full-time Firefighter with the Poquoson Fire/Rescue Department.

2. Education

The minimum educational requirement to qualify as a candidate for promotion to Master Firefighter/EMT is a high school diploma, GED certificate or appropriate equivalent. Applicant must meet the current requirements as outlined in the Master Firefighter/EMT Job Description (see attached).

3. Recommendation

To qualify as a candidate for the position of Master Firefighter/EMT, the applicant must obtain a recommendation from his/her Battalion Chief describing his/her management, organizational abilities, and willingness to work with others as a team member or in

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general, people skills and their ability to mentor employees and share their experience and training.

4. Evaluations, Conduct, Disciplinary Actions

- Applicants for promotion shall have +2 points on their DMV driving record. This driving record will be provided by the applicant in their application package.
- Applicants for promotion shall have no evidence of excessive or abuse of sick leave or incidents of unexcused absences during the 24 months prior to the application deadline.
- An applicant for promotion must have received ratings of satisfactory, or above, on their last three performance evaluations at the time their applications are submitted.
- Applicants for promotion shall not have received any disciplinary action resulting in a letter of reprimand or more serious disciplinary action within the previous 24 months from application deadline.

5. Application

To be considered as a candidate for promotion, the applicant shall submit a letter of application in addition to any requirements stated in the promotional job announcement. The entire completed application package must be submitted by the date and time specified in the promotional job announcement.

6. Promotional Process Outline

- Application Package
 1. Letter of Application
 2. Applicant Resume

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3. Letter of Recommendation from his/her
Battalion Chief
4. Driving Record
 - Written Examination and/or Oral Presentation
 - Written/Computer Skills Exercise
 - Interview w/Assessment Board
 - Interview with Chief/Deputy Chief

The results of testing, performance, and evaluation in each element of the promotional process will be reviewed by the Fire Chief to help determine each candidate's overall qualifications for promotion.

An eligibility list will be created by the Fire Chief and the Deputy Chief which will classify each candidate as either highly qualified, qualified, or not qualified for promotion. The Fire Chief will consider for promotion a number of candidates equal to or greater than the number of vacant positions to be filled plus two (2). If the highly qualified category has less than the required number for consideration, the Fire Chief will consider all candidates in the highly qualified and qualified categories regardless of the number of available candidates.

- The eligibility list will normally be valid for twelve (12) months.
- A list may be extended for up to twelve (12) additional months at the discretion of the Fire Chief.
- The list may be terminated at any time in order to conduct a new promotional process when such a process would, in the opinion of the Fire Chief, be strengthened by the addition of newly qualified candidates.

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- Employees receiving a promotion will serve a one year probation period in accordance with the applicable City Personnel Policy.

Master Firefighter/EMT

Dept/Division: *Fire/Rescue*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs a variety of duties in the areas of fire suppression, basic and/or advanced emergency medical treatment, rescue, fire prevention and inspection, and public relations. In addition, Master Firefighter/EMTs perform specialized technical and administrative work as described below.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Master Firefighter/EMT is the highest level for non-supervisory firefighter/EMT and is an alternate career development level. This level is intended for Firefighter/EMT with extensive service, exemplary performance and conduct, and certified experience in one or more complex technical or administrative area in the department.

This job is distinguished from the Fire Lieutenant and Battalion Chief jobs in that it is not a supervisory position, although incumbents may assist officers in overseeing day to day staff activities and operations, be placed in charge of an apparatus, or be placed in acting capacity as a Lieutenant or Battalion Chief in the absence of the officer/s as assigned.

Master Firefighter/EMT are periodically assigned to function primarily as a Firefighter or EMT on a rotational basis.

Performs regular duties required such as emergency medical response and reporting, vehicle and equipment inspection and maintenance, preceptor/training duties, and public relations.

Performs regular duties required of a Firefighter such as fire suppression, rescue, basic emergency medical care, fire prevention, inspection, and public relations, and station house and phone duties.

In addition to the regular duties of a Firefighter/EMT, the Master Firefighter/EMT may be assigned duties by the supervising officer (Battalion Chief or Lieutenant) in a variety of areas where their specialized skills and experience may be further utilized. The following are representative of the type and level of additional/specialized duties which may normally be assigned:

- a. May assist supervising officer with administrative responsibilities including reviewing reports, maintaining records, developing reports, or conducting various studies and analyses;

this excludes accessing/preparing performance evaluations and other personnel related documents.

- b. May assist supervising officer by performing lead responsibilities including overseeing activities of personnel and advising and training personnel as assigned; may serve as supervisor in the absence of the ranking officer.
- c. May be placed on special assignment to handle special projects as needed. Special projects may include but are not limited to giving talks and presentations to various types of organizations; participating in public education programs; responding to incident requiring the use of specialized skills; assisting in Department Bureau functions, and assisting in the development of equipment specifications; or serving as a departmental resource in skills areas.
- d. May serve as special training instructor in specialty areas for which they are trained/certified.
- e. May serve as a preceptor for new firefighter/medics which involves individualized training, monitoring, periodic documentation, and reporting of employee's performance to supervisors to include providing input on assigned probationary employee's performance evaluations.

Studies independently and attends various required training programs and practice drills necessary to develop and maintain knowledge, skills, and abilities and required certifications.

Operates a computer to enter and access information, and generate reports, form, and other documents.

Marginal Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of firefighting techniques and procedures as applied to fire suppression; thorough knowledge of emergency medical techniques and procedures; general knowledge of the street system and physical layout of the City; general knowledge of hazardous materials and accident extrication principles and techniques; general knowledge of basic and/or advance life support principles and techniques; ability to learn technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; ability to work at heights and in confined spaces; ability to understand and follow oral and written instructions; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates, volunteers and the general public.

Education and Experience

High school diploma or GED; supplemented by vocational/technical training in fire science or emergency medical care; supplemented by specialized training in fire fighting and emergency response, and seven (7) years of uniformed service with the City of Poquoson Fire/Rescue.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle to feel, frequently requires standing, walking, sitting, climbing or

balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires tasting and smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make find distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer, garbage recycle plant).

Special Requirements

Comprehensive knowledge and highly developed and specialized abilities as evidenced by the possession of current certifications in:

ALL of the following:

- a. VDFP Firefighter Level ½
- b. Driver Pump Operator (DPO) or equivalent
- c. Driver Aerial Operator (DAO) or equivalent
- d. Fire Officer 1
- e. Fire Instructor 2 (within one year of promotion; required prior to promotion after 1/1/20)

AND, any two of the following:

- a. Fire Officer II
- b. Fire Inspector II
- c. Incident Safety Officer
- d. Heavy and Tactical Rescue (at least operations level and one specialty)
- e. EMT-Intermediate or EMT-Paramedic
- f. Cardiopulmonary Resuscitation Instructor (CPR-I)
- g. Emergency Medical Technician Instructor (EMT Instructor)
- h. Advanced Cardiac Life Support Instructor (ACLS-1)
- i. Basic Trauma Life Support Instructor (BTLS-1)

Candidate must have a letter of recommendation from their Battalion Chief.

Candidate has maintained a performance rating of "SATISFACTORY" over the last three (3) evaluation periods.

No evidence of sick leave abuse.

Proof of certifications must be on file at time of application.

Candidate must not have received any disciplinary action resulting in a letter of reprimand or more serious disciplinary action within the previous 24 months from application deadline.

Comprehensive knowledge of fire, medical and rescue equipment.

Comprehensive knowledge of all facets of fire service operations.

Comprehensive knowledge of all facets of emergency medical service operations within certification level.

Thorough knowledge of radio communication systems, their operations and implementation with regard to fire and EMS services.

Ability to operate a computer to enter and retrieve data, and generate forms, correspondence, and reports and to review detailed written reports.

Ability to communicate effectively both verbally and in writing.

Ability to understand and respond to oral and written directives.

Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public. In general a team player.

Ability to prepare and present effective training programs.

Employees are also expected to lead by example and demonstrate the highest level of ethics.