

	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Career Development Program
	Reference Number:	SAP-DEP-047
	Effective Date:	01 October 2012
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Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose

The Albemarle County Department of Fire Rescue’s Career Development Program is voluntary in nature and designed to recognize and reward employees for their training and job related achievements; maximize employee potential and promote growth and development within the Department; and enhance the credibility of the Department by providing the highest level of professional service to the community.

Scope

This policy applies to all members of the Albemarle County Department of Fire Rescue.

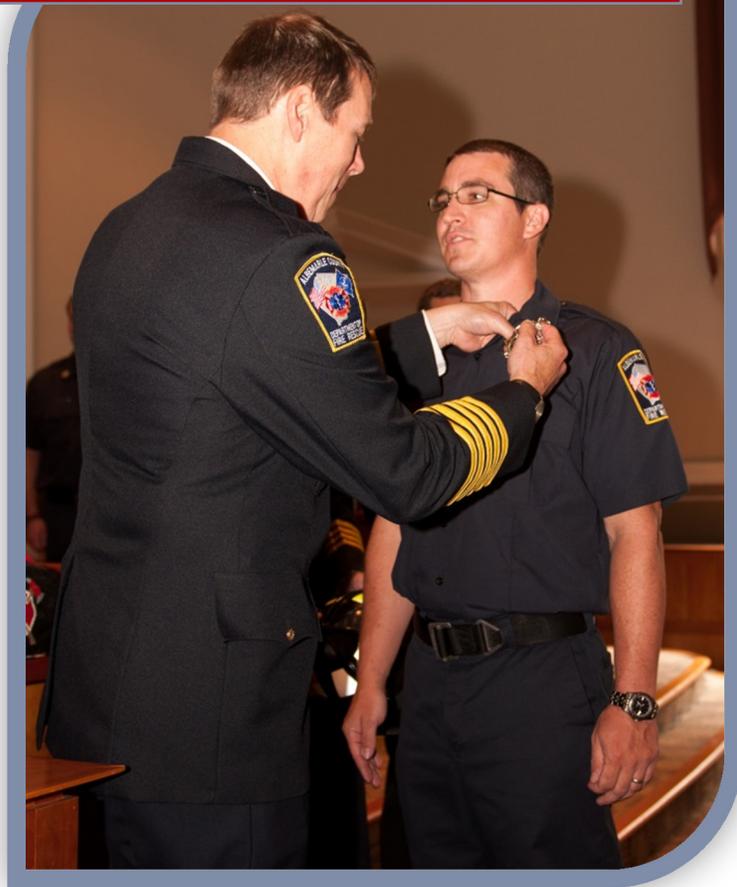
Policy

The following manual shall outline the department’s career development program and promotional process.

FIRE RESCUE

ALBEMARLE COUNTY

Career Development Program



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Contents

Policy 1

Contents 4

Introduction..... 6

The First Year 7

Horizontal Development 7

Vertical Development..... 8

Mentoring..... 12

Job Shadowing..... 12

Lateral Transfers..... 13

Certification Training 14

Education..... 14

Professional Credentials..... 15

Career Counseling 15

Promotional Process..... 16

Compensation/Reclassification 21

Remediation/Demotion..... 22

Separation of Employment..... 23

Transition Plan..... 23

Job Descriptions 25



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Introduction

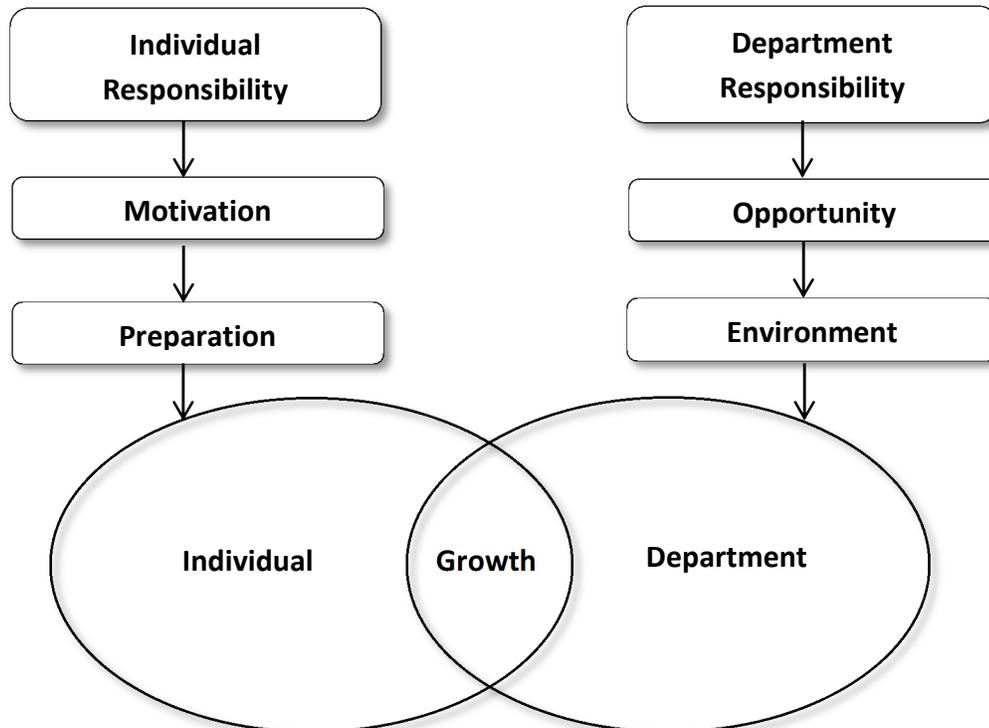
Career development provides employees with opportunities to

- increase their responsibility and authority,
- earn higher salaries, and
- ultimately grow to their full potential.

It also provides the Department with knowledgeable, effective and productive employees who are working to improve themselves and their jobs.

A well-planned career development program obviously benefits both the employee and the Department. These benefits are accompanied by certain responsibilities, best described as mutual obligations, which must be recognized and fulfilled by both the employee and the Department if career development is to occur.

The primary obligations are *motivation* and *opportunity*. The employee wishing to move ahead on the career path must have the motivation to prepare for and accept additional responsibilities and duties as provided by the Department. The Department, in turn, must contribute to an environment that fosters employee motivation, self-discipline and improvement. When established, this environment encourages participation, recognizes employer contributions and improvement efforts, and provides the opportunity for employees to develop and succeed. Recognizing and fulfilling these mutual obligations results in growth and development for the individual and the Department.



The First Year

During the first year as a firefighter with Albemarle County Fire Rescue (ACFR) you should focus on meeting the core requirements to complete your probation, including becoming released as a firefighter, EMT, and ambulance driver. These essential functions are the gateway to the career development program and you will not be eligible to advance until they are complete. In addition, you should begin the process of educating yourself about the Department and gaining the institutional knowledge required to advance further in the program.



The requirements for Firefighter include:

- Released Firefighter, EMT, and Ambulance Driver (including FF1, EMT-B, & EVOC 2)
- Hazardous Materials Operations
- FEMA ICS 100, 700, 800
- DFP HTR Module 1 & 2
- DFP Vehicle Rescue
- Pre-Hospital Trauma Life Support (PHTLS)
- Safe Kids Child Safety Seat Technician

Horizontal Development

The first opportunity for career development is horizontal or skill based. The Department has recognized that certain specialty skills are essential to our service delivery and represent a significant increase in knowledge, skills, and abilities. Accordingly, employees should be recognized and compensated for this added value. To be eligible for this first development level all probationary requirements must be completed with the exception of the 12 months of service. The recognized skills are listed below along with the requirements to be eligible. To remain on track for further development you should strive to complete Advance Life Support (ALS) or Driver Pump Operator (DPO) by the end of your second year.

Advanced Life Support- Personnel below the rank of Deputy Chief who currently possess the following certifications are eligible.

- EMT- Intermediate or Paramedic (**As of March 31, 2019 NREMT Paramedic will be required**)
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Pre-Hospital Trauma Life Support (PHTLS)
- Satisfactory completion of ALS release process, as defined by the Department.
- Satisfactory completion of annual competencies and/or continuing education, as defined by the Department.

Driver Pump Operator- Personnel below the rank of Battalion Chief who currently possess the following certifications are eligible.

- Driver Pump Operator (NFPA 1002)
- Satisfactory completion of DPO release process, as defined by the Department.
- Satisfactory completion of annual competencies and/or continuing education, as defined by the Department.

Technical Rescue Technician- Personnel below the rank of Deputy Chief who currently possess the following certifications are eligible.

- Ropes Level II (NFPA 1670, Technician level)
- Vehicle Level II (NFPA 1670, Technician level)
- Confined Space Level I (NFPA 1670, Operations level)
- Trench Rescue Level I (NFPA 1670, Operations level)
- Satisfactory completion of annual competencies and/or continuing education, as defined by the Department.

Hazardous Materials Technician- Personnel below the rank of Deputy Chief who currently possess the following certification(s) are eligible.

- Hazmat Technician (NFPA 472, Technician Level)
- Satisfactory completion of annual competencies and/or continuing education, as defined by the Department.

Vertical Development

The second area of career development is vertical or responsibility based. This program was developed to provide employees with escalating levels of responsibility in order to prepare them to fill key roles in the department from Senior Firefighter to Chief.

Senior Firefighter

Senior Firefighter (SFF) is a career development step designed to recognize those employees that have been with the department a sufficient amount of time to gain the institutional knowledge that can only be obtained from experience. In addition, the SFF has gained valuable knowledge, skills, and abilities through designated certification training. The SFF's role within the department will include that of a mentor, field training officer, and group level supervisor.

The requirements for Senior Firefighter include:

- Five years of consecutive experience with ACFR
- Three years as a released DPO (OR) three years as a released Advanced Life Support provider
- Currently certified as an Instructor I (NFPA 1041, Level 1)

Master Firefighter

Master Firefighter (MFF) is a career development step designed to provide employees an opportunity to fill a first level supervisory position on an intermittent basis once they have been qualified. In addition, they will take on an increased level of responsibility within their station or division, including but not limited to project work, organizing and leading activities, and administrative responsibilities.

The requirements for Master Firefighter include:

- Six years of consecutive experience with ACFR
- One year as a Senior Firefighter
- Officer I (NFPA 1021, Level 1)
- NFA Strategy and Tactics for the Company Officer
- Currently released as a DPO
- Successfully pass the MFF assessment
- Successfully complete the Department's MFF release process.

Captain

Captain is the first line supervisor for all divisions and is responsible for personnel management, administrative functions, and supervising significant projects or areas of responsibility.

The requirements for Captain include:

- Education and Experience:
 - Any combination of education and experience equivalent to 30 credits in Fire Science Administration, EMS Management, Business Management or related field (**As of Jan. 1, 2019 the educational requirement will be changed to an associate's degree or equivalency**) and
 - One year as a Master Firefighter required
- Special Requirements for all Captains positions:
 - Officer 1 (NFPA 1021, Level 1)
 - FEMA Incident Command System 200
 - Advance Life Support provider for Albemarle County Fire Rescue preferred
 - **If promoted after January 1, 2016 the following will be required**
 - NFA Incident Safety Officer
 - NFA Decision Making for Initial Company Officers
 - Instructor 2 (NFPA 1041, Level 2)
 - **If promoted after January 1, 2019 the following will be required**
 - ACFR Officer Development Program
- The following special requirements may be required within one year of appointment based on assignment and area of responsibility (as courses are available):
 - Operations- ACFR Engine Company Inspections
 - Prevention- NFPA 1031 Fire Inspector, NFPA 1033 Fire Investigator
 - Training- OEMS Infection Control Designated Officer, Various instructional endorsements as deemed necessary by the department. Those may include,

but are not limited to: VDFP FFI / FFII; EVOC; HMO; DPO, VAOEMS (Education Coordinator), AHA (BLS, ACLS, PALS), NAEMT (PHTLS, AMLS)

Acting Battalion Chief

Acting Battalion Chief is a qualification in the career development program. It is designed to provide employees an opportunity to fill a middle management position on an intermittent basis once they become qualified. This role will lead to valuable incident command, complex personnel management, and high level administrative experience. Currently there is no compensation attached to this level.

The requirements for Acting Battalion Chief include:

- One year as a Captain
- Officer 2 (NFPA 1021, Level 2)
- Released as an Advance Life Support provider for Albemarle County Fire Rescue
- **As of January 1, 2016 the following requirements will be added**
 - FEMA Incident Command System 300

Battalion Chief

Battalion Chief is part of the senior command staff, leads a major division or battalion and is exposed to a wide variety of administrative, management, and supervisory functions.

The requirements for Battalion Chief include:

- Education and Experience:
 - Any combination of education and experience equivalent to an associate's degree in Fire Science Administration, EMS Management, Business Management or related field (**As of Jan. 1, 2019 the educational requirement will be changed to a bachelor's degree or equivalency**) and
 - One year as an Acting Battalion Chief required
- Special Requirements for all Battalion Chief positions:
 - Officer 2 (NFPA 1021, Level 2)
 - Advance Life Support provider for Albemarle County Fire Rescue preferred
 - **As of January 1, 2016 the following requirements will be added**
 - FEMA Incident Command System 300
- The following special requirements may be required within one year of appointment based on assignment and area of responsibility (as courses are available):
 - Operations- OEMS Infection Control Designated Officer, NFA Arson for the First Responder, Released as an Advance Life Support provider for Albemarle County Fire Rescue (pre-requisite for assignment)
 - Prevention- NFPA 1031 and 1033; Law Enforcement course approved by the Department of Fire Programs and the Virginia

Department of Criminal Justice Services as required by 27.34.2 of the Code of Virginia

- Training- Released as an Advance Life Support provider for Albemarle County Fire Rescue (pre-requisite for assignment), NFPA 1041 Instructor 3, and various instructional endorsements as deemed necessary by the department. Those may include, but are not limited to: FF I/II, Officer I, EVOC, Instructor I, NFA Safety Officer)

Deputy Chief

Deputy Chief is an executive level position that manages one of two major areas of the department, operations and administration. This position is comprised of a variety of high level responsibilities including administrative, management, and supervisory functions.

The requirements for Deputy Chief include:

- Education and Experience:
 - Any combination of education and experience equivalent to a bachelor's degree in Fire Science Administration, EMS Management, Business Management or related field and
 - One year experience as a Battalion Chief required
- Special Requirements for Deputy Chief positions:
 - Officer 3 (NFPA 1021, Level 3)
 - FEMA Incident Command System 400
 - Released as an Advance Life Support provider for Albemarle County Fire Rescue preferred
 - NFA Executive Fire Officer or Chief Fire Officer designation preferred

Fire Chief

The Chief of the department is the chief executive officer and is responsible for management and oversight of all fire and EMS services provided in Albemarle County.

The requirements for Fire Chief include:

- Education and Experience:
 - Any combination of education and experience equivalent to a bachelor's degree in Fire Science Administration, EMS Management, Business Management or related field required with a Master's Degree preferred
 - Candidate must have a total of 15 years fire rescue experience with a minimum of 5 years at the senior management level
 - Experience in a combination fire and EMS system required
- Special Requirements for Fire Chief:
 - Officer 4 (NFPA 1021, Level 4)
 - FEMA Incident Command System 400
 - Emergency Medical Technician
 - NREMT-Paramedic preferred
 - NFA Executive Fire Officer or Chief Fire Officer designation preferred

Mentoring

Mentoring is the most frequent form of career development we can provide. It provides valuable on the job training and guidance from a more experienced or senior member of the department. Every member should consider themselves part of this mentoring process; teaching members at lower levels to excel in their current position and preparing them for the next one. This will require personnel to entrust newer members with added responsibility, providing constructive feedback, and supporting them if they fail. This process not only provides valuable experiences for each member, but breathes innovation into the department as new methods to accomplish tasks are developed.

Job Shadowing

Job shadowing is an opportunity for you to partner with a member in another area of the department or County for a short period to gain a better understanding of what their job entails.

Within Fire Rescue, job shadowing allows personnel to explore positions that are available to them through lateral transfer. This results in a better understanding of how other positions impact their work and in some cases, may lead to future interest in that position.

Personnel are also encouraged to take advantage of job shadowing opportunities throughout the rest of the County departments. This provides valuable networking experience and an increased level of perspective of how they fit into the overall County organization. In support of the County's One Organization vision, job shadowing should be used to identify business processes that can be improved between departments. Employees interested in promotion will have an opportunity to discuss their experiences during the promotional process.

Job shadowing should be targeted and job appropriate to provide maximum benefit. Below are recommendations for each level of career development. Personnel interested in job shadowing should complete a [training application](#).

Position	Internal	External
Senior Firefighter	Prevention Inspector Training Instructor	Building Inspector Patrol Officer
Master Fighter		ECC Communications Officer Police Sergeant DSS Intake
Captain	Prevention Captain Training Captain	Police PIO Purchasing Agent
Acting Battalion Chief	Administrative BC	
Battalion Chief	Battalion Chief- Prevention Battalion Chief- Training Battalion Chief- Volunteer Services Battalion Chief- Operations	DSS Case Worker Police Lieutenant Risk Manager Safety and Wellness Coord.
Deputy Chief		Emergency Management Coordinator Total Rewards and Comp.

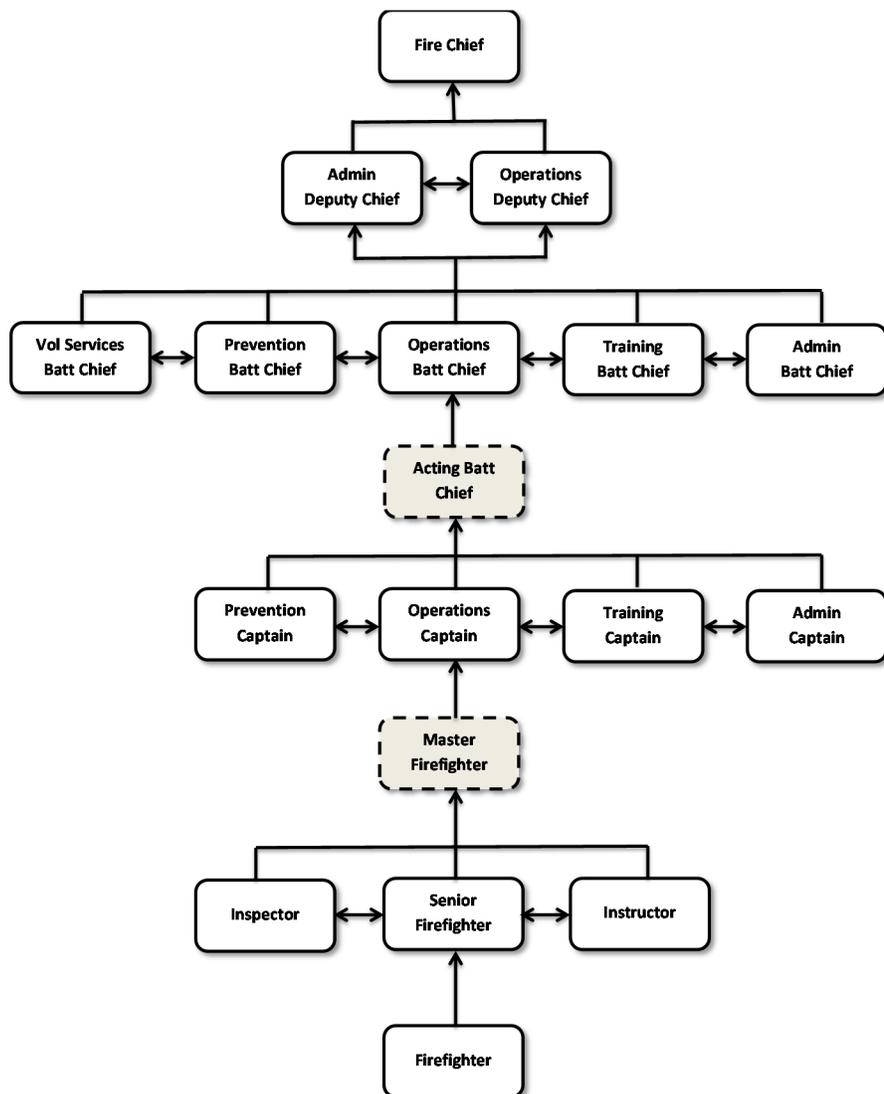
Lateral Transfers

The career development program is designed to allow movement between divisions in order to give employees the same opportunities regardless of their assignment. This open framework provides several benefits to the employee and the department including:

- providing development opportunities that wouldn't exist in a single division;
- providing the maximum number of advancement opportunities;
- creating organizational capacity; and
- ensuring succession planning.

The figure below illustrates positions and ranks within the department and potential promotional pathways, but does not necessarily represent the department's organizational structure. The white boxes represent actual positions within each division, while the grey boxes represent qualifications that can be obtained while assigned to any division.

Employees interested in transferring to another division should review the requirements for that position and include them in their individual development plan to ensure they are prepared when a position is available. Assignments should not be considered permanent and will typically last 3-5 years. Personnel interested in a lateral transfer should complete a transfer request form.

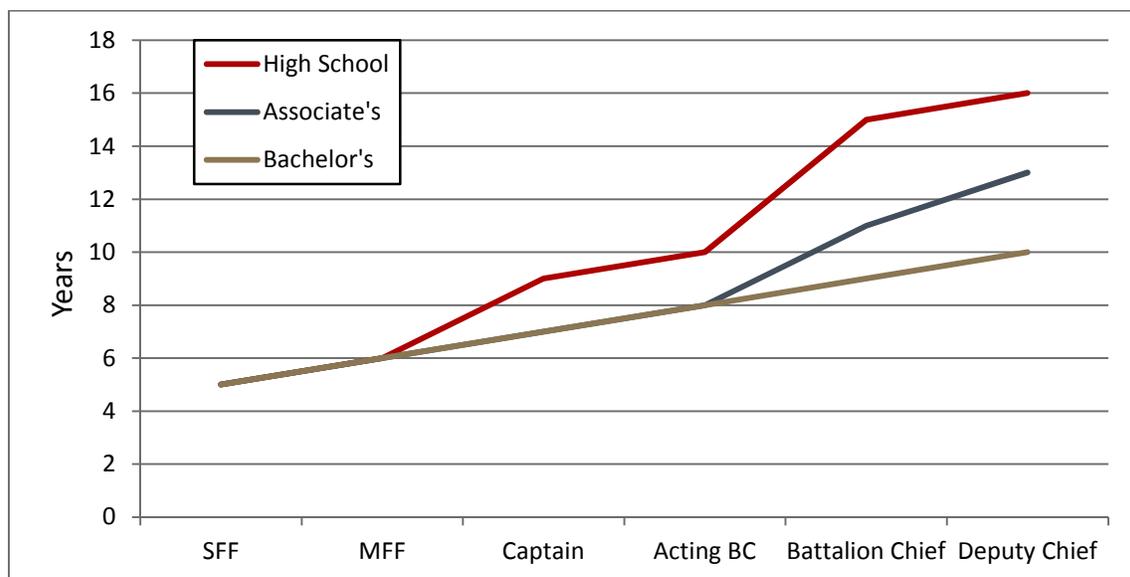


Certification Training

Professional education opportunities are also extremely valuable in developing a member's knowledge, skills, and abilities. These courses are generally more specific to the fire and EMS service and will provide job related objectives, case studies, and projects. There are a number of quality courses available through the [Virginia Department of Fire Programs](#), [National Fire Academy](#), and other organizations. To ensure the highest standards, ACFR recognizes certifications issued through nationally recognized agencies such as [Pro-Board](#), [NREMT](#), or the [AHA](#); in addition, certifications must be recognized by the appropriate state agency (VDFFP, VA-OEMS, or DCJS). Personnel interested in attending a program should submit a [training application](#) to request approval.

Education

The department recognizes the benefit of members completing accredited college level course work. It provides the member with a valuable education and helps to professionalize the fire service. Escalating educational requirements are found throughout the career development plan to encourage personnel to complete post-secondary level degrees. While career advancement can be achieved without obtaining a college degree, it will likely progress at a slower rate. The figure below compares the potential career timeline of an employee with no college education to one that meets the educational requirements. The County offers a tuition reimbursement program to all regular employees and can be accessed by completing the Human Resource Department's [Tuition Reimbursement Request](#) form. Those seeking equivalency for the education requirements can find additional information in the [promotional process](#) section.



*Based on 2019 educational requirements

*Assumes promotion occurs at earliest eligibility

Professional Credentials

A Professional Designation is recognition of broad career and educational professional accomplishments. In addition, it provides national credibility to you, the department, and the fire service. The department recognizes the [Centers for Public Safety Excellence's](#) (CPSE) credentialing standards and encourages personnel to pursue the following designations based on their rank.

- Fire Officer (FO)
- Fire Marshal (FM)
- Chief Training Officer (CTO)
- Chief EMS Officer (CEMSO)
- Chief Fire Officer (CFO)

The department will reimburse personnel for all administrative costs associated with achieving or maintaining these designations and members receiving their initial designation will be recognized at the annual awards ceremony.

Career Counseling

Career counseling is the process of explaining the career development program and helping the employee identify career goals and career plans. Career development begins with and success depends on effective career counseling. Career counseling focuses on the employee's career goals and the preparation of career plans. It should lead to a career plan that identifies the employee's short-term and long-term career goals, the training and development needed to achieve those goals, and the range of career options to provide flexibility for growth and development. Career counseling should be a continuous process, but should be formally reviewed at least once a year to achieve the following objectives:

- Identify an employee's strengths and weaknesses and discuss these findings with the employee
- Aid the employee in developing a plan to address areas that need improvement
- Determine the employee's goals and aspirations
- Review an employee's progress within the Career Development Program to ensure the employee is meeting the requirements necessary for advancement

The County's annual performance evaluation process is a natural opportunity to review current performance as well as future goals. This review of current performance, career goals, and current position within the career development program is the basis for your [individual development plan \(IDP\)](#).

The IDP will identify the professional goals that matter to you, determine what experiences, skills and behaviors will help you achieve those goals and then create a plan of action to achieve your goals. You will work with your supervisor to evaluate areas that have the greatest potential to pay off for you, and for the organization, in the short term and longer term. In this way, you and the department can succeed together.



Promotional Process

The career development program is designed to prepare internal personnel to fill roles throughout the department. Therefore, it is the Department's intent to fill vacancies through internal promotional processes and not advertise externally, with the exception of the position of Fire Chief. If an insufficient pool of qualified candidates exist for a vacancy, the Chief in his/her sole discretion may elect to advertise a position externally to ensure the health and welfare of the Department.

Promotional processes are divided into two categories, competitive and non-competitive. Non-competitive means positions are unlimited and candidates are only competing against themselves. If the position requires an assessment to qualify it will be a simple pass/fail process. In contrast, competitive processes have a limited number of openings and candidates compete against one another for an opening. Assessments are designed to be slightly more difficult in order to determine the most qualified candidate.

Non-competitive

Non-competitive positions include the rank of Senior Firefighter, Master Firefighter, and Acting Battalion Chief. Personnel interested in one of these positions must meet all requirements at the time of application with the exception of the service requirement. If they will meet the service requirement prior to the next scheduled assessment opportunity then they will be allowed to participate. If successful, their promotion will become effective when the service requirement is met. There is no assessment in the case of Senior Firefighter, so candidates will be eligible for promotion as soon as they meet all requirements.

Competitive

Competitive positions include the rank of Captain, Battalion Chief, Deputy Chief, and Chief. Personnel interested in one of these positions must meet all requirements as outlined in the job description at the time of application.

Educational Equivalency

Candidates that don't meet the educational requirements for a position will be allowed to request equivalency based on a combination of education and work experiences. Equivalent experience, as outlined in the job description, may be substituted for each year of education required. This approach allows an employee to choose a number of combinations to meet the requirements. It should be noted, however, two additional points will be awarded to those candidates satisfying the preferred educational degree.

The following example illustrates three options to meet the education and experience requirements for Battalion Chief, but others may exist based on the individual candidate's education and experience. The same methodology can be applied for each position.

Employee	Education (Bachelor's Required*)	Experience (1 year Acting BC Required)	Qualified
A	Bachelor's Degree	1 Year Acting BC	Yes
B	AS or 60 credits toward BS	3 Years Acting BC	Yes
C	No college	5 Years Acting BC	Yes

*Based on 2019 educational requirements

Selection Process

Overview

The procedures for promoting someone into a vacant position of Master Firefighter, Captain, Acting Battalion Chief, Battalion Chief, or Deputy Chief can be grouped into seven general rounds of activity.

- Application Process
- Practical Exercises
- Interview Panel Process
- Executive Interview
- Background Investigation
- Fire Chief's Appointment

- Probationary Period

Application Process

- In order to provide candidates the ability to plan for upcoming promotional processes, the following schedule has been determined. At times it may be necessary to deviate from this schedule in order to meet department needs.
 - Master Firefighter – every 12 months
 - Captain – as vacancy occurs
 - Acting Battalion Chief – every 12 months
 - Battalion Chief – as vacancy occurs
 - Deputy Chief – as vacancy occurs
- Promotional processes will be well communicated to all staff providing at least thirty (30) days of written advanced notice.
- All applicants must notify the Human Resources Department (HRD) by utilizing the online application system by the official closing date. Notifications should include a cover letter.
- All applications will be reviewed by the Battalion Chief of Training and the HRD to ensure that the eligibility requirements are met.
- HRD will oversee all promotional processes and provide guidance to the design of each element. HRD will not be an assessing member of the panel unless requested by the Fire Chief.
- The Fire Chief shall select individuals to design the specific elements to be used in the course of the promotional process, and to determine the eligibility list. These individuals will be required to agree in writing to maintain the confidentiality of the process.
- Participation as an assessor shall include representatives of equal or higher rank and will derive from the Department and in the case of competitive processes external departments.
- HRD's leadership role shall include:
 - Orienting the members to their task and providing support services.
 - Assuring that the same structured format is followed within the same time limits, and the same questions are asked of each candidate for the promotion under consideration.
 - Reminding each candidate that they should not discuss any of the questions posed to them or their responses with anyone without release from the Fire Chief or designee from the confidentiality agreement.

Assessment Center Elements

- Interview Panel Process:
 - The Panel will ask each candidate the same questions in a methodical and equitable manner.
 - The Panel shall individually grade each candidate on their responses.

- The Panel shall ask follow-up questions regarding candidate responses as necessary.
- Interview response forms shall be collected from the Panel to be stored as per County/HRD guidelines.

Practical Exercises

- The promotional process design group is responsible for designing the specific details of the practical exercises including:
 - Written Exercise- The written exercise is designed to evaluate the candidates writing ability along with their critical thinking. The candidate will be provided information to review and asked to complete a writing assignment that may consist of, but not limited to a memo, letter, evaluation, accident report, or personnel investigation.
 - Incident Management- The incident management exercise is designed to evaluate the candidate's ability to safely and effectively manage an emergency incident. The level of complexity should be consistent with the position sought and may include any type of emergency incident, completing an incident report and/or a media interview.
 - Personnel Management- The personnel management exercise is designed to evaluate the candidate's ability to effectively manage assigned personnel. It may consist of, but not limited to coaching, mentoring, disciplinary action, and personnel evaluations.
 - Time Management- The time management exercise is designed to evaluate the candidate's ability to manage a number of tasks simultaneously through prioritization and delegation. The candidate is expected to not only complete tasks effectively, but to maintain a high quality of work. It may consist of, but not limited to phone calls, information requests, and staffing.

Executive Interview

- The purpose of the Executive Interview (EI) is to provide the Fire Chief and Deputy Chiefs the opportunity to contribute to the promotional process. The EI scores will contribute to the candidate's final score. The EI process will include:
 - Several interview questions reviewed by the HRD.
 - Review of contributions to the department throughout career.
 - Participants include the Fire Chief and Deputy Chiefs.
 - Interview response forms shall be collected from the EI to be stored as per County/HRD guidelines.

Scoring Methodology

- The following scoring methodology will be utilized to rank candidates on the eligibility list. In the case of non-competitive processes, a candidate is required to score a 70 or greater to be successful.

Position	Written Exercise	Incident Management	Personnel Management	Time Management	Panel Interview	Executive Interview
Master FF	N/A	80%	N/A	N/A	20%	N/A
Captain	10%	25%	15%	10%	15%	25%
Acting BC	10%	50%	N/A	10%	10%	20%
Battalion Chief	10%	25%	15%	10%	15%	25%
Deputy Chief	10%	25%	15%	10%	15%	25%

Background Investigation

- Background checks will be conducted by the HRD on each candidate prior to promotion.
- Background checks shall not weigh into the ranking of the eligibility list.
- Background checks will include the following:
 - Interviews with supervisors, peer, and/or subordinates and consist of at least four contacts.
 - Review of any letters of reprimand in the previous twenty-four (24) months.
 - Review of multiple instances of documented performance issues in the previous thirty-six (36) months.
 - Review of annual performance evaluation scores over the previous thirty-six (36) months.
- Background checks will only impact one's promotion if the investigation's findings illuminate job-related deficiencies.

Eligibility Lists

- Eligibility lists will be used for Captain, Battalion Chief, and Deputy Chief processes.
- All eligible employees who successfully complete the promotional process will be included on the eligibility list. Employees will be ranked.
- Eligibility list ranking will be based solely on scoring from the element(s) of the process.
- The eligibility list will not be published, but candidates will be informed of their position on the eligibility list.
- The eligibility list will remain in effect for a maximum of 12 months or until the next promotional process is announced at the Fire Chief's discretion.

Fire Chief's Appointment

- The Fire Chief's selection from among the candidates will be dictated by the eligibility list and, if applicable the findings of the background check.
- Should a candidate be passed over or refuse promotion for any reason they will retain their ranking on the list and the Fire Chief will consider the candidate with the next highest ranking.

Promotional Probationary Period

- All newly promoted personnel will have a one-year probationary period.
- During this period there will be a 6-month Supervisory Probation Review by their immediate supervisor and a final Supervisory Probation Review after the one year probationary period has ended.
- The Supervisory Probation Review Form is on SharePoint and it is not a substitute for the annual Albemarle County Employee Performance Evaluation Form.
- At any point during the probationary period, if the employee's performance is unsatisfactory the employee will be considered for any vacancies at their previous rank.
- The promotional probationary period is not applied similarly to that of the probationary period for new employees in that it:
 - Does not prevent them from participating in the annual merit process
 - May be grieved
 - May not result in immediate dismissal unless infractions warrant

Compensation/Reclassification

Once an employee successfully completes a portion of the career program, as described above it will be their responsibility to notify their supervisor and submit a [Pay Change Request](#) form. The Deputy Chief shall determine whether the employee has satisfactorily met the criteria and if applicable, notify the Human Resources Department of the change in compensation and effective date of such change.

Horizontal Development - Eligible employees shall receive an annual stipend for each specialty achieved as outlined below:

Specialty	Stipend
Advance Life Support	\$6581
Driver Pump Operator	\$1000
Technical Rescue Technician	\$1000
Hazardous Material Technician	\$1000

Vertical Development - Compensation shall increase in the following manner with respect to each position and shall be based on the employee's current salary:

- Senior Firefighter - 2.5% increase
- Master Firefighter - 5% increase
- Acting Battalion Chief- no salary increase
- All other positions- 5% increase per pay grade

Position	Pay Grade	Stipend Eligible
Firefighter	13	Yes
Senior Firefighter	14	Yes
Master Firefighter	14	Yes
Captain	16	Yes
Acting Battalion Chief	16	Yes
Battalion Chief	19	Yes
Deputy Chief	23	No
Chief	25	No

Employees utilized in a higher position for greater than ten (10) consecutive days will receive acting pay consistent with [County Policy P-60](#).

Remediation/Demotion

Remediation

At times, instances of gross poor technical performance may be identified and must be remediated. The intent of remediation is to ensure that the integrity of the career development program is maintained. Minor deficiencies are expected and are handled through training and performance management. Gross deficiencies shall be handled through remediation.

The intent of the remediation process is to bring a previously high performing employee back to performing at an adequate level after deficiencies have been identified.

The remediation process allows an interim step before an employee loses a stipend or is demoted. An employee in remediation can work to eliminate knowledge, skills, and/or abilities deficiencies and reach an adequate level of performance. If successful, the employee avoids losing a stipend and/or being demoted.

The following procedure shall be used for remediation:

- Individuals in remediation will work directly with his/her supervisor to remediate; working on refining knowledge/skills/abilities specific to his/her identified deficiency.

- An employee in remediation has sixty (60) calendar days to successfully pass a reassessment.
- At least two, opportunities shall be made available by the department to an individual for reassessment.

The Department has identified two specific skill sets as requiring regular practice to maintain proficiency – Advanced Life Support and Driver Pump Operator. Therefore, any employee not regularly practicing/performing in these roles for a period greater than 12 months will be required to undergo reassessment prior to being released to practice at that level again.

Demotion

If an employee fails to remediate poor technical performance and/or engages in misconduct, inconsistent with the County's and the Department's standards of conduct or any other relevant policies, the Fire Chief reserves the right to demote employees in the career development program to lower levels and/or remove stipends as necessary.

The following procedures shall be used for reducing an employee's compensation when demoted.

- Removal of the stipend from the employee's annual salary.
- If status as a Senior or Master firefighter was dependent on the stipend removed, a 2.5% (Senior) or 5% (Master) reduction in the employee's base salary shall occur.
- Performance or conduct based demotions will result in a decrease in salary consistent with [County Policy P-60](#) and any other relevant factors.

Separation of Employment

Employees who have a separation of employment from ACFR for any reason, including resignation, termination, or transfer to another County department will forfeit their standing within the career development program and any associated pay.

If an employee returns to ACFR after a separation they will be reset at their hired position and will have to reestablish any vertical growth based on the current requirements. Skill pay may be immediately reinstated if the separation is less than twelve (12) months and no deficiencies are noted in the employee's work history. A skill assessment may be conducted at the discretion of the Fire Chief.

Transition Plan

The Department recognizes that a transition period is necessary to recognize current employee achievements and allow for adequate time to fulfill any new requirements. New requirements have been phased in over several years as outlined in this document. In addition, some job descriptions will be phased out over time and employees currently in those job descriptions will have the following options.

Fire Marshal 1

- Remain a Fire Marshal 1 for the duration of employment with ACFR; or

- Transition to the rank of Senior Firefighter if all requirements are met with the exception of the service requirement

Fire Marshal 2

- Remain a Fire Marshal 2 for the duration of employment with ACFR; or
- Transition to the rank of Captain if the following requirements are met by 01/01/2016:
 - Satisfy the requirements as outlined in the job description
 - Successfully complete a Master Firefighter assessment

Division Chief

- Personnel at the rank of Division Chief will transition to the position of Battalion Chief for the purpose of job description, but will retain the title and rank of Division Chief for their duration of employment with ACFR or their promotion whichever comes first.

Job Descriptions

COUNTY OF ALBEMARLE POSITION DESCRIPTION

JOB TITLE: Fire Fighter/Emergency Medical Technician	LOCATION: Department of Fire Rescue
	JOB CLASS CODE: 10160
IMMEDIATE SUPERVISOR: Fire Captain	PAYGRADE: 13
	FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible protective service work involving fire suppression, emergency medical care, specialized rescue, hazardous material mitigation, prevention activities, pre-planning, building inspections, training, physical fitness and performs other work as required. Will perform customer service/community service projects of a varied nature to include such tasks as safety outreach to the elderly, public education and as a community contact for the County's public safety team. Will serve as a community contact for accessing other county services. Due to the structure of the fire and emergency medical services in Albemarle County, individuals in this position must have the ability to interact with volunteer units based on the prevailing situation at the scene of an emergency. Must function effectively as a leader, follower or advisor with various volunteer fire and EMS units and personnel. May be required to rotate as an Attendant In Charge. Work involves operation of both County and Volunteer emergency equipment, with responsibilities to include maintaining, cleaning and performing minor repairs of all associated fire and EMS apparatus and equipment. Maintains and performs custodial duties at assigned station. He/she may be assigned to various divisions within the department including operations, training, prevention, and administration.

ESSENTIAL FUNCTIONS:

- Responds to incidents requiring firefighting, emergency medical care, specialized rescue and hazardous material emergencies. Activities include driving/operation fire apparatus and emergency medical vehicles; may make initial determination of necessary personnel, equipment and suppression or containment tactics until relieved by superior officer;
- Advances hose lines into fire area; selects hose size and nozzle, depending on type of fire; lays and connects hoses; holds nozzles and directs streams of water onto fire; raises and climbs ladders; creates openings in building for ventilation or entrance using various hand and power tools; receives and relays information related to emergency calls; operates radio and other communication equipment; enters premises for firefighting, rescue, and salvage operations; assists in investigation of fire cause and determination; uses various types of extinguishing agents;
- Performs necessary rescues; removes persons from danger; responds to calls for lost individuals and participates in searches; administers emergency medical techniques in accordance with established protocols for basic life support; responds to emergency medical calls for the sick and injured requiring the use of suction equipment, immobilization equipment, and

- oxygen delivery systems;
- Responds to hazardous material situations, identifies the type and state of material involved, initiating the appropriate protective action to control or contain any spilled material; deploys various booms, pads and barriers to contain spills and mitigate runoff; performs fire suppression activities, as necessary; assists in direction of evacuation operations, as necessary;
- Performs fire safety inspections; conducts pre-planning of business establishments within the assigned area; inspects hydrants and prepares and maintains required reports and drawings of each structure inspected; forwards all required inspection reports to the County Fire Prevention Office; maintains pre-plan files and street map books at the assigned station;
- Prepares drawings of locations of sprinkler, standpipe and Fire Department connections;
- Performs home fire safety inspections at the request of the owner;
- Presents various safety programs to community groups and school systems on fire safety, prevention, personal safety and emergency medical services;
- Drives, maintains and operates all assigned apparatus; inspects assigned apparatus daily to ensure efficient operation and readiness; washes, cleans, polishes, maintains and tests apparatus and equipment as necessary after completion of emergency response operations;
- Performs general custodial duties in the required upkeep of the fire/rescue facilities assigned; cares for grounds around the station; makes minor repairs as needed;
- Participates in classes in firefighting, emergency medical services, hazardous materials, heavy and technical rescue and other related subjects;
- Participates in daily physical fitness training programs;
- Does related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

The ability to function effectively as part of a team; considerable skill in performing firefighting duties and emergency medical technician procedures; physically able to operate a variety of machinery and equipment including driving a fire truck, and operation of such firefighting and emergency response equipment as pumps, ladders, aerial platforms, air compressors, self-contained breathing apparatus, two-way radio, etc.; and emergency medical equipment such as suction units, immobilization equipment, oxygen delivery systems and defibrillation equipment ; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relations with employees, volunteers, other agencies and the general public.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from high school.
- Experience in fire and rescue services required.

Special Requirements for all Firefighters:

- Firefighter 1 (NFPA 1001, Level 1)
- Hazardous Materials Operations (NFPA 472, Operations Level)
- Emergency Vehicle Operator Course- Class II (NFPA 1451)
- Emergency Medical Technician

- NREMT-Paramedic preferred
- Possession of a valid driver's permit
- Must maintain all required certifications and licenses
- Must be at least 18 years of age
- All required certifications and driver's license must be transferred to the Commonwealth of Virginia within 3 months of employment.

The following special requirements may be required within one year of appointment based on assignment and area of responsibility (as courses are available):

- Operations
 - FEMA Incident Command System 100, 700, & 800
 - VDFP HTR Module 1 & 2
 - VDFP Vehicle Rescue
 - Pre-Hospital Trauma Life Support
 - Safe Kids Child Safety Seat Technician
 - Released to practice with ACFR as Firefighter, EMT-B, and Ambulance Driver
- Prevention
 - NFPA 1031 Fire Inspector
- Training
 - VDFP FF 1 and 2 Train the Trainer

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach and stretch with hands and arms with a full range of motion.

The employee is occasionally required to sit; climb or balance; jump; stoop, kneel, crouch, or crawl; talk and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 165 pounds. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually. Employee is subject to a no tobacco policy.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The employee is often exposed to extremely high temperature intensities and sudden temperature changes.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. The employee may be required to work rotating shifts, or a set, business hour schedule depending on position, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date
Approved: 3/11/1997

Date (s)
Amended: 7/1/2005; 9/29/2005; 4/6/2012; 12/5/2012; 01/01/2015

COUNTY OF ALBEMARLE POSITION DESCRIPTION

JOB TITLE: Fire Captain	LOCATION: Department of Fire Rescue
	JOB CLASS CODE: 10164
IMMEDIATE SUPERVISOR: Fire Rescue Battalion Chief	PAYGRADE: 16
	FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK:

The Fire Captain will perform management, supervisory, and technical work in firefighting, EMS, rescue, fire prevention, and training activities under the direction of a Battalion Chief. He/she may be assigned to various divisions within the department including operations, training, prevention, and administration.

ESSENTIAL FUNCTIONS:

For all Captains positions:

- Establishes goals, objectives and priorities for assigned company or program
- Participates in planning activities necessary to manage activities for assigned area
- Prepares and maintains records and makes reports on fire suppression, inspections, training, equipment maintenance, personnel, and other matters
- Promotes an environment of cooperation and collaboration during all internal and external interactions
- Represents the department in dealings with volunteers, citizens, members of the press or other County and State agencies as directed
- Enforces Department and County policies and procedures
- Conducts on-going performance management of subordinate personnel including evaluations
- Ensures that subordinates meet all training standards
- Counsels and direct subordinates to facilitate Department objectives
- Serves as a coach and mentor in the professional development of subordinates
- Initiates disciplinary action to ensure fairness, consistency, and conformance with standard operating procedures and applicable rules and regulations
- Makes effective use of email and other County/Department resources to communicate with other members of the department
- Manages significant project work at a station, division, or department level
- Performs other duties as assigned

Fire Captain – Operations:

- Responds to emergency incidents, assesses the situation, directs, participates, and oversees emergency operations for a wide variety of emergencies to include; fire, EMS, rescue, and Haz Mat until a senior officer arrives
- Conducts morning roll-call and assigns personnel to daily tasks
- Plans, supervises, and participates in the maintenance of the station building, grounds, apparatus and equipment
- Tests fire equipment and maintains cleaning materials and supply inventories
- Plans, researches, prepares, and conducts training programs and drills
- Supervises and conducts fire safety inspections of business establishments,

- conducts fire drills
- Leads company in fire pre-planning exercises
- Utilizes computerized record keeping and reporting systems
- Conducts public tours of station facilities
- Conducts public safety education programs to civic groups, schools, and institutions

Fire Captain – Administration:

- Manages the department's recruitment of new employees
- Develops, organizes, and administers hiring of new personnel in accordance with County and EEOC guidelines
- Procures supplies, equipment, and apparatus in accordance with County and Virginia regulations
- Responsible for the evaluation, selection, procurement, and issue of all uniforms and PPE
- Manages multiple budget line items independently
- Represents the department for ISO rating and related citizen inquiries

Fire Captain – Training:

- Assists in the design, development, and delivery of certification programs for personnel within the system
- Performs data collection to determine training needs in areas of fire and EMS
- Establishes and maintains a training library and resource pool of training aids, and other related materials
- Manages a cadre of contract instructors employed to assist in the delivery of educational classes
- Designs and implement a continuing education program for personnel within the department
- Serves as the department's Designated Infection Control Officer

Fire Captain – Prevention:

- Enforces the provisions of the Statewide Fire Prevention Code, Code of Virginia and Albemarle County Code
- Is involved directly and manages major work areas of the Prevention Division such as: commercial, industrial and institutional building inspections; public education programs; fire, hazardous materials, and environmental crime investigations; plans review, permits
- Serves as liaison between the business community and the Fire Prevention Office
- Liaison with local, state and federal entities, including prosecuting attorneys, law enforcement, Fire and EMS service entities (career and volunteer) and other regulatory or governmental offices
- Conducts cause and origin investigations of fires and explosions, including assist police investigations related to these matters at direction of division head
- Provide enforcement and prosecution of offenses related to these duties at direction of division head
- Assists in the preparation of legal actions and court cases
- Secures crime scenes to identify, preserve, collect and present evidence

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the ability to function effectively as a leader of and part of a team;

have leadership skills to develop goals with workgroup; support personnel in their duties; recognize and reward staff for high performance; and hold self and others accountable for expected performance. The position requires the ability to inspire a shared ownership in the Department's vision; possess strong communication and interpersonal skills; the ability to perform administrative responsibilities; considerable knowledge of fire laws, ordinances and regulations; considerable knowledge of firefighting equipment and appliances, location of hydrants, location and complement of firefighting equipment and major fire hazards; considerable knowledge of good training techniques and practices; ability to effectively supervise; considerable knowledge of street locations and principal buildings in assigned district; ability to understand, follow and give oral and written directions; mental alertness; good mechanical aptitude; physical condition which permits the activities necessary in and inherent to the firefighting profession; ability to establish effective working relations with employees, volunteers, other agencies and the general public, ability to perform duties effectively during emergency training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to 30 credits from an accredited institution and one year experience as a Master Firefighter with Albemarle County Fire Rescue* required. (Refer to ACFR Career Development Plan for specific requirements for Master Fire Fighter)
- Associates Degree in Fire Science Administration, EMS Management, Business Management or related field preferred.

Special Requirements for all Captains positions:

- Officer 1(NFPA 1021, Level 1)
- Hazardous Materials Operations (NFPA 472, Operations Level)
- Emergency Vehicle Operator Course Class III (NFPA 1451)
- Driver Pump Operator (NFPA 1002)
- Emergency Medical Technician
- Advance Life Support provider for Albemarle County Fire Rescue preferred*
- FEMA Incident Command System 100, 200, 700, & 800
- Possession of a valid driver's permit issued by the Commonwealth of Virginia
- Must maintain all required certifications and licenses

**If position is externally posted, outside equivalent experience may be considered to satisfy internal service requirements.*

The following special requirements may be required within one year of appointment based on assignment and area of responsibility (as courses are available):

- Operations- ACFR Engine Company Inspections
- Prevention- NFPA 1031 Fire Inspector, NFPA 1033 Fire Investigator
- Training- OEMS Infection Control Designated Officer, Various instructional endorsements as deemed necessary by the department. Those may include, but are not limited to: VDFP FFI / FFII; EVOC; HMO; DPO, VAOEMS (Education Coordinator), AHA (BLS, ACLS, PALS), NAEMT (PHTLS, AMLS)

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach and stretch with hands and arms with a full range of motion.

The employee is occasionally required to sit; climb or balance; jump; stoop, kneel, crouch, or crawl; talk and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 165 pounds. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually. Employee is subject to a no tobacco policy.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The employee is often exposed to extremely high temperature intensities and sudden temperature changes.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. The employee may be required to work rotating shifts, or a set, business hour schedule depending on position, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date
Approved: 3/1/1999

Date (s)
Amended: 07/01/2001, 12/10/2008; 3/1/2012; 01/01/2015

COUNTY OF ALBEMARLE POSITION DESCRIPTION

JOB TITLE: Fire Rescue Battalion Chief	LOCATION: Department of Fire Rescue
	JOB CLASS CODE: 10169
IMMEDIATE SUPERVISOR: Deputy Chief	PAYGRADE: 19
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK:

The Battalion Chief will perform at a senior command level with a broad range of administrative, management, and supervisory activities. Work involves supporting the emergency services activities of the Department as well as responsibility for management of major program areas or operational components of the Department. He/she will be responsible for directing, delegating, managing, supervising, evaluating subordinates, organizing and providing assistance to the Deputy Chief. He/she may be assigned to various divisions within the department including operations, training, prevention, and administration.

ESSENTIAL FUNCTIONS:

For all Battalion Chief positions:

- Participates in community planning efforts and fire safety education
- Participates in establishing and maintaining department-wide goals and objectives
- Analyzes data, assesses needs, formulates conclusions and recommendations and prepares statistical and narrative reports on projects as required
- Conducts special administrative and management studies
- Assists in planning, organizing and training, fiscal management and administration of employee relations and Equal Employment Opportunity policies of the department
- Promotes an environment of cooperation and collaboration during all internal and external interactions
- Represents the department in dealings with volunteers, citizens, members of the press or other County and State agencies as directed
- Promotes customer service opportunities and resolves complex and unique internal and external customer service issues
- Evaluates performance and reviews evaluations made by subordinate supervisors
- Coordinates and approves leave of assigned personnel in order to ensure that adequate minimum staffing levels are maintained
- Enforces Department and County policies and procedures
- Counsels and directs subordinate supervisors to facilitate department objectives
- Serves as a coach and mentor in the professional development of subordinate supervisors
- Conducts complex personnel investigations and reports findings and recommendations
- Responsible for employee selection, disciplinary actions, and other conclusive

- personnel actions
- Makes effective use of email and other County/Department resources to communicate with other members of the department
- Attends/responds and actively participates in meetings, events, and emergency incidents both on and off duty, as assigned
- Performs other duties as assigned by the Deputy Chief or Fire Chief
- Serves as acting Deputy Chief in his/her absence

Battalion Chief- Operations:

- Ensures readiness and continuity of daily field operations in accordance with established departmental guidelines and practices
- Inspects firefighting equipment and fire stations to assure maintenance of the required operational readiness
- Provides oversight and coordination of scheduling, selections, and deployment of Fire and Rescue personnel
- Directs and supervises the operation of emergency service delivery on a day to day basis including fire suppression and emergency medical service operations
- Routinely responds to multi-unit and multi-alarm incidents to perform command functions
- Develops strategies and mitigates emergency situations
- Initiates accident or injury investigation for incidents involving field personnel and/or equipment; prepares and reports findings and recommendations to Deputy Chief
- Supervises multiple stations and units
- Monitors daily operations and service delivery for safety risks and initiates corrective action as appropriate
- Functions as an Infection Control Officer for initial management of personnel exposed to biological pathogens when Designated Officer is not available

Battalion Chief – Administration:

- Develops, organizes, and administers promotional processes for the department in accordance with County and EEOC guidelines
- Oversees the administration of the department's scheduling systems
- Represents the department for the design, construction, and occupancy of new facilities
- Organizes and manages the design, construction, and delivery of new apparatus
- Represents the department for OEMS inspection and licensing

Battalion Chief- Prevention:

- Prepares Division budget and assists in preparation of the Department budget
- Interprets and explains provisions of fire and life safety codes and ordinances, as well as County and Department policy, to fire rescue staff, building contractors, residents, and other
- Investigates suspicious or undetermined fires and explosions, collects evidence and assist in the preparation of legal actions; directs these activities in subordinates
- Directs the inspection of industrial, commercial multi-family residential and other buildings for fire hazards, adequacy of fire and life safety features and for compliance with fire, building, housing, plumbing, mechanical and zoning regulations
- Directs the review and evaluation of plans and specifications for fire safety equipment in new and existing buildings

- Directs the review of building construction and renovation plans for compliance with applicable codes, laws, rules and regulations
- Plans and supervises the Department's community risk reduction programs

Battalion Chief- Training:

- Prepares Division budget and assists in preparation of the Department budget
- Develops and implements a Training Master Plan for fire and EMS
- Develops, implements and manages county-wide fire and emergency medical service training standards, programs, and services

Battalion Chief- Volunteer Services:

- Prepares Division budget and assists in preparation of the Department budget
- In collaboration with the FEMS Board and volunteer leadership, creates, leads, and maintains a long-range countywide comprehensive plan for the recruitment and retention of volunteers in the delivery of emergency services to meet current needs while defining a future vision
- Defines a strategy with associated tactics for volunteer recruitment within the fire and rescue companies of the county
- In coordination with the Training Division and FEMS Board, creates and leads the volunteer development program (Firefighter through Officer) and manages the communication and progression of volunteers countywide
- Designs, implements and leads comprehensive effective program(s) for the retention of volunteers
- Develops and supports the expansion of additional volunteer opportunities within the Fire Rescue System
- Communicates expectations, policy and direction; facilitates communication from the Fire & EMS (FEMS) Board out to the volunteer organizations and back to Albemarle County Fire Rescue (ACFR)
- In collaboration with the FEMS Board and volunteer leadership, develops and implements strategies to ensure the health and welfare of the volunteer agencies and the volunteer system as a whole:
- Maintains open communications between the County of Albemarle, FEMS and individual volunteer agencies in designing, implementing and leading programs that enhance the internal communication of the Fire / EMS system
- Serves as the liaison of the system to support the FEMS Board by participating fully in FEMS Board meetings as staff, supporting communications, programs and activities; provide county staff support, as needed, for the FEMS Board and executive committee; and oversees the preparation of FEMS Board and related committee agendas and meeting documents
- Clarifies expectations, policy and direction between all levels to ensure a trusted level of information sharing
- Ensures that new Volunteer Chiefs are educated in system process, policies, such as system ordinance and system policies
- Designs, implements and leads comprehensive effective programs that enhance the internal communications and working relationships
- Integrates volunteer agency plans with the system's strategic and business plans;
- Develops and maintains key performance indicators with, as determined necessary, improvement strategies
- Participates as the principal contact for all aspects of system strategic planning as it relates to volunteers
- Leads project teams and coordinates complex programs, utilizing highly developed project management, written/verbal communication and

- presentation skills
- Participates and recommends regarding discussions related to departmental procedures, current and proposed with a focus on maintaining realistic expectations for volunteers while assuring for safety of all members of the department and the community served
- Prepares an annual report to the County Board of Supervisors on the health and welfare of the volunteer system
- This position reports directly to the Chief of the Department

KNOWLEDGE, SKILLS AND ABILITIES:

Communications: Ability to effectively communicate orally and in writing demonstrating diplomacy and tact; ability to make complete and accurate reports, memos, policies, procedures, etc. using proper grammar and format; ability to work well with personnel from the department and volunteer organizations, government agencies, and other jurisdictions; must have the ability to maintain good morale and motivate employees.

Performance Management: Knowledge of management and leadership techniques; ability to correctly delegate responsibilities and duties; ability to recognize and solve problems affecting efficient operation of a work unit; ability to lead, manage and perform utilizing the Department vision, mission, and values; ability to manage subordinates to include identifying strengths and weaknesses; effective coaching and development; ability to discipline fairly and effectively; conduct performance evaluations and monitor day to day performance activities.

Administration: Ability to analyze, research, and evaluate; ability to determine strategies; ability to utilize data as a decision making and management tool; ability to organize and plan programs and deployment; ability to effectively and efficiently manage time; ability to work on several projects concurrently; ability to serve on various committees and participate in a number of regular meetings involving Department and County Personnel, volunteer leadership, citizens, and subordinates.

Emergency Incident Management: Ability to lead, supervise and coordinate personnel and equipment during fire and rescue incidents; thorough knowledge of Incident Command System, fire ground and rescue operations; ability to make fast, effective decisions under pressure; ability to determine equipment and personnel needed to handle incident; ability to maintain his/her composure under stress.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to an associate's degree in Fire Science Administration, EMS Management, Business Management or related field and one year experience as an Acting Battalion Chief with Albemarle County Fire Rescue* required. (Refer to ACFR Career Development Plan for specific requirements for Acting Battalion Chief)
- Associate's Degree preferred

Special Requirements for all Battalion Chief positions:

- Officer 2 (NFPA 1021, Level 2)
- Hazardous Materials Operations (NFPA 472, Operations Level)
- Emergency Vehicle Operator Course Class III (NFPA 1451)
- Emergency Medical Technician

- Released as an Advance Life Support provider for Albemarle County Fire Rescue preferred*
- Possession of a valid driver's permit issued by the Commonwealth of Virginia
- Must maintain all required certifications and licenses

**If position is externally posted, outside equivalent experience may be considered to satisfy internal service requirements.*

The following special requirements may be required within one year of appointment based on assignment and area of responsibility (as courses are available):

- Operations- OEMS Infection Control Designated Officer, NFA Arson for the First Responder, ALS provider for ACFR required prior to assignment
- Prevention- NFPA 1031 and 1033; satisfactory completion of a course approved by the Department of Fire Programs and the Virginia Department of Criminal Justice Services as required by 27.34.2 of the Code of Virginia
- Training- NFPA 1041 Instructor 3, various instructional endorsements as deemed necessary by the department. Those may include, but are not limited to: FF I/II, Officer I, EVOC, Instructor I, NFA Safety Officer, ALS provider for ACFR required prior to assignment

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach and stretch with hands and arms with a full range of motion.

The employee is occasionally required to sit; climb or balance; jump; stoop, kneel, crouch, or crawl; talk and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 165 pounds. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually. Employee is subject to a no tobacco policy.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The employee is often exposed to extremely high temperature intensities and sudden temperature changes.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. The employee may be required to work rotating shifts, or a set, business hour schedule depending on position, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date 12/5/2006

Approved:

Date (s)
Amended:

10/15/2010; 3/1/2012; 01/01/2015

COUNTY OF ALBEMARLE POSITION DESCRIPTION

JOB TITLE: Deputy Chief of Fire Rescue	LOCATION: Department of Fire Rescue
	JOB CLASS CODE: 10151
IMMEDIATE SUPERVISOR: Chief of Fire Rescue	PAYGRADE: 23
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK:

Assists the Director of Fire Rescue in performing difficult administrative and complex work in planning and directing the full activities of the Fire Rescue Department. Direct supervision is exercised over an assigned division of the department (Administration or Operations). Work frequently involves participating in the work of subordinates and assuming command of the department in the absence of the Director of Fire Rescue. Exercises supervision over Department divisional commanders and supervisors (Battalion and Division Chiefs).

ESSENTIAL FUNCTIONS:

- Prepares and administers the Department budget; Develops and manages divisional business plan, budget, expenditures, performance indicators and statements and long-range goals;
- Writes policies/procedures for Department and evaluates existing policies/procedures; Develops guidelines;
- Provides technical advice to subordinates on the solution of difficult problems;
- Directs, reviews and coordinates the work of personnel throughout the Department;
- Evaluates the work of subordinates and takes corrective action as needed;
- Supervises the maintenance and preparation of detailed reports, records and files; Coordinates, reviews and/or prepares reports, plans and analyses for the director;
- Develops regular communications, both orally and in writing, with internal and external client groups;
- Confers, coordinates and works with volunteer Fire and Rescue staff, advisory boards, and county department personnel;
- Assists in planning, coordinating and overseeing staff and technical activities of the Department;
- Provides coordination and oversight of various management teams and special projects such as: construction of Fire/Rescue buildings and stations, apparatus specifications, equipment maintenance/replacement, Computer aided Dispatch system, Records Management System, Accident review, Technology solutions, etc.;
- Develops and implements procedures to improve service delivery, customer service and efficiency at all levels of the organization;
- Acts as Director of Fire Rescue during his/her absence;
- Represents the Department as delegated by the Director of Fire Rescue on a variety of regional councils, committees, and task forces; May serve in an official designated capacity (i.e., Hazardous Materials Coordinator);
- Assumes command or functions in a leadership role for fires or other significant incidents; Makes technical decisions on methods of fire suppression, medical, and other emergency responses including directing,

- administering, coordinating and supervising companies during emergency operations;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of providing emergency services; Knowledge of modern fire suppression, EMS, fire prevention and training methods, technology and equipment; Knowledge of county, state and national fire protection and life safety codes; Thorough working knowledge of the technical and administrative aspects of fire prevention code enforcement, building safety, and materials storage practices; Knowledge of the principles and practices of organization, strategic planning, team building, time management, supervision; Ability to coordinate activities of multiple independent volunteer agencies; Ability to effectively manage all line functions of the department including suppression, EMS, HazMat, and Technical Rescue; Ability to effectively command personnel and coordinate emergency incidents; Ability to think and act quickly in emergencies; Ability to plan, direct, and develop new emergency services; Ability to maintain harmonious working relationships with multiple agencies and County personnel; Ability to interpret and explain laws, ordinances, county and department policies, codes and regulations; Ability to present facts and recommendations effectively in oral and written form; Ability to motivate and lead volunteers to operate efficient service delivery system; Ability to handle difficult situations using well developed conflict management skills.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a Bachelor's Degree in Fire Science Administration, EMS Management, Business Management or related field and one year as a Battalion Chief with Albemarle County Fire Rescue* required.
- Bachelor's degree preferred

Special Requirements:

- Officer 3 (NFPA 1021, Level 3)
- Hazardous Materials Operations (NFPA 472, Operations Level)
- Emergency Vehicle Operator Course Class III (NFPA 1451)
- Emergency Medical Technician
- Released as an Advance Life Support provider for Albemarle County Fire Rescue preferred*
- FEMA Incident Command System 400
- NFA EFO or Chief Fire Officer designation preferred
- Possession of a valid driver's permit issued by the Commonwealth of Virginia
- Must maintain all required certifications and licenses

**If position is externally posted, outside equivalent experience may be considered to satisfy internal service requirements.*

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Work is typically performed in both office and field settings; sitting for extended periods of time. Frequent night and weekend duties are necessary. Frequent exposure to physical stress, fire, adverse weather and hazardous substances is

required. Frequent driving and walking over rough terrain is required. Must be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use special equipment. Regular contact with external civic and volunteer organizations; volunteer fire chiefs; and various government agencies for the purpose of instruction and dissemination of information is required. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually. Employee is subject to a no tobacco policy.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date
Approved: 4/27/1993

Date (s) 6/18/1993; 7/1/1997; 7/1/2000; 5/1/2002; 6/1/2004; 7/1/2005;
Amended: 3/1/2012; 4/26/2012; 5/8/2012; 01/01/2015

COUNTY OF ALBEMARLE POSITION DESCRIPTION

JOB TITLE: Chief of Fire Rescue	LOCATION: Department of Fire Rescue
	JOB CLASS CODE: 10007
IMMEDIATE SUPERVISOR: Deputy County Executive	PAYGRADE: 25
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work in planning, organizing and directing the full activities of the Fire Rescue Department; does related work as required. Ability to develop, and manage a budget, interact with County Officials and other employees along with the general public. Directly supervises departmental employees. Directs and coordinates the work of two major divisions (Operations and Administration), deals with personnel issues, citizen complaints, policy development and review, budget control. Conducts long and short range planning.

ESSENTIAL FUNCTIONS:

- Oversees the provision of quality fire and rescue related services through contracted services, staff involvement, and a coordinated volunteer delivery system;
- Acts as the County's contact point for emergency services issues and makes recommendations to Assistant county Executive for needed improvements;
- Maintains liaison with federal, state, and local officials to promote the provision of efficient emergency services.
- Ultimately responsible for the preparation and administration of the Department budget and is accountable for on-going review of related contracts, expenditures, and reports;
- Actively pursues activities which will promote the viability of volunteer emergency services;
- Develops regular communications, both orally and in writing, with internal and external client groups;
- Formulates and implements department policy, procedures, rules, regulations, and programs;
- Prepares and reviews operational and administrative reports;
- Employs, trains, schedules, counsels, disciplines, and evaluates the performance of the staff;
- Develops and administers program of staff development for all departmental staff;
- Makes public addresses;
- Meets with the news media for interviews and press releases;
- Attends meetings and serves on committees, boards, and agencies related to promoting fire prevention and improving public safety;
- Develops community programs; Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of providing emergency services; experience in governmental and community development activities providing

emergency service; ability to coordinate activities of multiple independent agencies; ability to plan, direct, and develop new emergency services; ability to maintain harmonious working relationships with multiple agencies and handle difficult situations using well developed conflict management skills; working knowledge of the technical and administrative aspects of fire prevention code enforcement, building safety, and materials storage practices; ability to present facts and recommendations effectively in verbal and written form; ability to work effectively in a career/volunteer setting to ensure an efficient and effective service delivery system. Ability to prepare and monitor division operating budget and other financial records. Strong leadership, administrative, supervisory and interpersonal skills required. Team-oriented, innovative, open, and motivating style essential. Emphasis placed on excellent communication skills.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a Bachelor's Degree in Fire Science Administration, EMS Management, Business Management or related field required with a Master's degree preferred.
- Candidate must have a total of 15 years fire rescue experience with a minimum of 5 years at the senior management level.
- Experience in a combination fire and EMS system required

Special Requirements:

- Officer 4 (NFPA 1021, Level 4)
- Hazardous Materials Operations (NFPA 472, Operations Level)
- Emergency Vehicle Operator Course Class III (NFPA 1451)
- Emergency Medical Technician
- NREMT-Paramedic Preferred
- FEMA Incident Command System 400
- NFA EFO or Chief Fire Officer designation preferred
- Possession of a valid driver's permit issued by the Commonwealth of Virginia
- Must maintain all required certifications and licenses

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Work is typically performed in both office and field settings; sitting for extended periods of time. Frequent night and weekend duties are necessary. Frequent exposure to physical stress, fire, adverse weather and hazardous substances is required. Frequent driving and walking over rough terrain is required. Must be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use special equipment. Regular contact with external civic and volunteer organizations; volunteer fire chiefs; and various government agencies for the purpose of instruction and dissemination of information is required. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually. Employee is subject to a no tobacco policy.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date
Approved: 1/9/2002

Date (s)
Amended: 7/1/2004; 3/1/2012; 01/01/2015