

101 – JOB DESCRIPTIONS

Purpose – The following Job Descriptions are based upon those found in the Constitution & Bylaws and Policies of the Columbia Consolidated Fire Department. While these Job Descriptions found in the Constitution & Bylaws and Policies outline the basic minimal standards and duties for each office, it is the goal of this guideline to further define the roles, duties, responsibilities and authority associated with each fire line office.

Additionally, it is the goal of these guidelines to meet and/or exceed the Columbia Borough Fire Department SOGs and training standards, Columbia Borough Safety Council standards as well as conforming to nationally recognized standards for duties, roles, responsibilities, conduct and authority for fire line officers.

Finally, it is the purpose of this document to further define the minimum training, certification and experience standards required for each position within the fire line offices. While some basic training requirements have been stated in the CCFD Constitution & Bylaws and Policies, they do not meet the minimum training standards of the Columbia Borough Fire Department nor do they meet nationally accepted standards.

Clarification - When clarification is needed, refer back to the Constitution & Bylaws as well as the department's SOGs containing the Mission Statement, Core Values and Vision Statement documents. Additional clarification may also be found in the rules, regulations, guidelines and procedures of the Columbia Borough Fire Department SOGs.

Citation - Most of the following job descriptions reference positions listed within the CCFD Constitution & Bylaws as well as the Columbia Borough Fire Department SOGs. When and where possible, these documents are referenced to the corresponding section. All CCFD references to the Constitution & Bylaws and department policies will be found in parentheses () and all references to the Columbia Borough Fire Department SOGs will be found in brackets [].

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101.01 - Fire Chief (Bylaw 15)

1. The Fire Chief is the managerial head of the department and is responsible for the proper safe and efficient operation of the department at all times.
2. The Fire Chief will meet or exceed the minimum training and experience requirements as set forth in the CCFD Constitution & Bylaws as well as those set forth by the Borough of Columbia in addition to those further defined in
3. The Fire Chief shall be responsible for the following:
 - A. Supervising, regulating and managing the department fire and emergency activities as well as maintaining the emergency readiness of the department.
 - B. Prescribing the specifications and manner of wear of uniforms and protective clothing and equipment.
 - C. Reorganizing any part of the fire line side of the department when in his or her judgment such reorganization would best serve the department.
 - D. Establishing rules, regulations, guidelines and procedures as necessary to ensure department efficiency and effectiveness.
 - E. Enforcing the department rules, regulations, guidelines and procedures.
 - F. Reprimanding, preferably via written charges and suspending or dismissing members when conditions so warrant.
 - G. Preparing and submitting the department's annual operating budget recommendations to the department executive board.
 - H. Monitoring the expenditure of funds allocated to the fire line.
 - I. Supervising and overseeing the department Junior Firefighter Program.
4. The Fire Chief shall serve as the ex-officio member of the Fire Board.
5. The Fire Chief shall serve as the department's liaison to the Lancaster County Chief's Association and neighboring fire departments/companies.
6. Nothing contained in these rules, regulations, guidelines and procedures shall be construed as limiting the power and authority granted to the Fire Chief by the department, Borough Council, County Commissioner or by state and federal laws.

101.02 Deputy Fire Chief (Bylaw 16)

1. The Deputy Chief shall be directly responsible to the Fire Chief for the proper safe and efficient operation of the department's emergency services and training.
2. The Deputy Chief will meet or exceed the minimum training and experience requirements as set forth in the CCFD Constitution & Bylaws as well as those set forth by the Borough of Columbia.
3. The Deputy Chief shall be responsible for the following:
 - A. Supervising the deployment of personnel in performing fire, emergency and medical service response duties.
 - B. Coordinating fire and emergency medical training for personnel.
 - C. Serving as the department's liaison to LCFA.

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- D. Preparing monthly and annual reports and maintaining records.
- E. Supervising the use, maintenance and repair of department assets.
- F. Acting in the capacity of the Fire Chief in his/her absence or when assigned to do so.
- G. Performing other such duties as may be required.

101.03 Assistant Fire Chief (Bylaw 16)

1. The Assistant Chief shall be directly responsible to the Deputy Chief for the technical and support activities of the department.
2. The Assistant Chief will meet or exceed the minimum training and experience requirements as set forth in the CCFD Constitution & Bylaws as well as those set forth by the Borough of Columbia.
3. The Assistant Chief shall be responsible for the following:
 - A. Serving as the department's liaison to local and county level EMA.
 - B. Serving as the department's liaison to local law enforcement, neighboring fire departments and LCWC.
 - C. Serving as the department's liaison to Fireman's Relief.
 - D. Enforcing state and local laws in regards to fire prevention and overseeing the department's public fire prevention and education programs.
 - E. Preparing reports and maintaining records as needed.
 - F. Acting in the capacity of the Deputy Chief when assigned to do so.
 - G. Performing other such duties as may be required.

101.04 Captain (Bylaw 17)

1. The Captain shall be directly responsible to the Assistant Chief for the proper maintenance of all portable firefighting equipment at all times, that is not permanently a part of the department's apparatus.
2. The Captain shall be directly responsible for maintaining complete and proper inventory records of all department portable and personal protective equipment.
3. The Captain shall be responsible for the following:
 - A. Directly supervising Lieutenants and firefighting personnel with performing regular equipment checks in a prescribed manner. This includes being responsible for the care, maintenance and usage of all equipment and all items pertaining thereto.
 - B. Maintaining separate records and inventories of the entire department as well as Fireman's relief owned equipment.
 - C. Preparing reports and maintaining records as required as well as submitting those reports to the Assistant Chief and during the monthly meeting.
 - D. Obeying, supporting and enforcing the department's rules, regulations, policies, guidelines and procedures as well as requiring the same of all subordinate officers and firefighters.

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- E. Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
- F. Promptly reporting in writing any violation of the department's rules, regulations, policies, guidelines and procedures.
- G. Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education programs and emergency response activities.
- H. The Captain, in times of fires and other emergencies, will be directly responsible for the safety and supervision of a team of 3 -5 firefighters or possibly two or more such teams led by a Lieutenant or veteran firefighter.
- I. Performing other such duties as may be required.

101.05 Lieutenant (Bylaw 18)

- 1. Lieutenants (and "Gear Checkers") shall be directly responsible to the Captain for the proper maintenance of all portable firefighting equipment for their assigned company that is not permanently a part of the department's apparatus.
- 2. The Lieutenants (and "Gear Checkers") shall be responsible for the following:
 - A. Performing regularly prescribed equipment checks.
 - B. Submitting proper documentation and reports for equipment checks in a timely manner as prescribed by the Captain.
 - C. In times of fire and other emergencies, lieutenants will be directly responsible for the safety and supervision of small teams of 3 - 5 firefighters such as a handline crew, etc.
 - D. Performing other such duties as may be required.

101.06 Chief Engineer (Bylaw xx)

- 1. The Chief Engineer shall be directly responsible to the Assistant Chief for the proper maintenance of all department vehicles and apparatus.
- 2. The Chief Engineer shall be a qualified driver for all department apparatus and should have a minimum of a CDL-B with Air Brakes and Passenger endorsements.
- 3. The Chief Engineer shall be responsible for the following:
 - A. Insuring the safety and readiness of all department vehicles.
 - B. Performing regularly scheduled and/or prescribed preventive maintenance per manufacturer specification on department vehicles.
 - C. Affecting repairs or having repairs completed on department vehicles.
 - D. Performing other such duties as may be required.

101.07 Driver (Bylaw xx)

- 1. The Driver shall be directly responsible to the Chief Engineer except in emergency responses, at which time the driver is responsible to the OIC.

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2. A Driver may only drive the apparatus for which they are qualified to drive and possess a driver exemption card signed by the Fire Chief and/or Chief Engineer.
3. Each Driver should possess a CDL-B with Air Brakes and Passenger endorsements.
4. The Driver shall be responsible for the following:
 - A. Driving apparatus, operating pumps and/or aerial devices, performing inspections of apparatus, participating in department training and responding to emergencies or medical assist or AED calls.
 - B. Possessing a thorough knowledge of how to operate each piece of apparatus for which the Driver is qualified for.
 - C. Possessing a thorough knowledge of streets, hydrants, static water sources and target hazards within the first-due area.
 - D. Assisting the Chief Engineer with the maintenance of the apparatus for which the Driver is qualified.
 - E. Performing other such duties as assigned.

101.08 Firefighter (Bylaw xx)

1. All firefighters are directly responsible to the Lieutenant(s) or in time of emergency response to the OIC.
2. The designation of firefighter is given to all personnel that respond to emergencies and fall in to the following sub-groups:
 - A. Junior Firefighter/Probationary Firefighter
 - B. Firefighter – Exterior/Support
 - C. Firefighter – Interior
3. Firefighters shall be responsible for the following:
 - A. Participating in company inspections, public education activities and emergency response operations.
 - B. Being prepared to fulfill the role of apparatus operator, OIC, Training Officer or mentor if necessary.
 - C. Possessing a thorough knowledge of the apparatus and equipment for which they are qualified to ride.
 - D. Possessing a thorough knowledge of the streets, hydrants, static water sources and target hazards within the first-due area.
 - E. Assisting the Captain and Lieutenant(s) in maintaining and caring for all equipment assigned to them and owned by the department.
 - F. Acting in the capacity of apparatus operator, OIC Training officer or mentor when instructed to do so.
 - G. Performing other such duties as assigned.

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101.09 Training Captain (Bylaw xx)

1. The Training Captain is directly responsible to the Deputy Chief for the safe and proper training of all department personnel.
2. The Training Captain shall be appointed by the Deputy Chief based on a competitive process involving both a resume and oral interview. No person shall be eligible to be appointed Training Captain unless they have served a minimum of two years as a Training Officer and/or Driver.
3. The Training Captain shall be directly responsible for the following:
 - A. Developing, conducting, coordinating and managing fire and emergency medical training programs for the department.
 - B. Supervising and working with the Training Officers in the development and delivery of training programs for department personnel.
 - C. Setting a good example for subordinates and ensuring department personnel meet all required standards of conduct and performance.
 - D. Serving as liaison to other Columbia Borough departments and neighboring department's training officers and programs.
 - E. Maintaining a permanent training file for each member in the system and preparing required reports.
 - F. Possessing the minimum certifications required by the department and other appropriate agencies.
 - G. Attending training programs and seminars and reading periodicals and journals to stay knowledgeable of current industry trends and practices.
 - H. Performing other such duties as assigned.

101.10 Training Officer (Bylaw xx)

1. The Training Officer(s) shall be directly responsible to the Training Captain for the safe and proper training of department personnel.
2. The Training Officer(s) will be appointed by the Deputy Chief on recommendation by the Training Captain and be based upon a competitive process by both a resume and oral interview. No person shall be eligible for appointment as training officer unless they have served a minimum of two years as an Interior Firefighter.
3. The Training Officer shall be directly responsible for the following:
 - A. Developing, conducting, coordinating and supervising fire training classes, courses and seminars.
 - B. Setting a good example for their students and requiring that they meet all required standards of conduct and performance.
 - C. Maintaining records and preparing reports as required.
 - D. Attending training courses, seminars and conferences and reading trade journals to keep up with industry trends and changes.
 - E. Maintaining skill level through periodic assignment to response duties.
 - F. Supervising and maintaining assigned work areas.

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- G. Possessing the minimum certifications required by the department and other appropriate agencies.
- H. Performing other such duties as assigned.

101.11 Safety Officer (Bylaw XX)

1. The Safety Officer shall be directly responsible to the Deputy Chief for the safe and proper operation of the department and personnel at all times.
2. The Safety Officer shall be appointed by the Fire Chief on the recommendation of the Deputy Chief and Assistant Chief and be based upon a competitive process by both a resume and oral interview. No person shall be eligible for appointment as Safety Officer unless they have served a minimum of five years as an Interior Firefighter and have obtained certification as an Incident Safety Officer.
3. The Safety Officer shall be directly responsible to the Deputy Chief for the following:
 - A. Developing, conducting and maintaining department safety inspections.
 - B. Setting a good example for department personnel and their safety.
 - C. Maintaining safety records and preparing reports as required, including the investigations of firefighter injuries and incidents involving department apparatus and/or equipment.
 - D. Fulfilling the duties of the NIMS/ICS Incident Safety Officer in times of fire or other emergency when appointed to do so by the IC.
 - E. Attending and fulfilling the role of Safety Officer as described in NFPA 1403 Live Fire Training Standards during all department training sessions whether or not said training involves any live fire evolutions.
 - F. Performing other such duties as assigned.

101.12 SCBA Maintenance Lieutenant (Bylaw XX)

1. The SCBA Maintenance Lieutenant shall be directly responsible to the Captain for the proper inspection and repair of the entire department's SCBA inventory.
2. The SCBA Maintenance Lieutenant shall be appointed by the Fire Chief on the recommendation of the Deputy Chief and Assistant Chief and be based upon a competitive process by both a resume and oral interview. No person shall be eligible for appointment as SCBA Maintenance Lieutenant unless they have served a minimum of five years as a firefighter and have obtained manufacturer certification for SCBA.
3. The SCBA Maintenance Lieutenant shall be directly responsible to the Captain for the following:
 - A. Developing, conducting and maintaining regular weekly, monthly and annual SCBA inspections.
 - B. Setting a good example for department personnel and their safety.
 - C. Maintaining records and preparing reports as required.
 - D. Conducting SCBA use and inspection training to probationary firefighters.
 - E. Performing other such duties as assigned.

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101.13 Chief's Aid/Administrative Manager (Bylaw XX)

1. The Chief's Aid/Administrative Manager shall be appointed by the Fire Chief on the recommendation of the Deputy Chief and Assistant Chief and be based upon a competitive process by both a resume and oral interview. No person shall be eligible for appointment as Chief's Aid/Administrative Manager unless they have served a minimum of seven years as an Interior Firefighter or have a minimum of a bachelor's degree in business administration.
2. The Chief's Aid/Administrative Manager shall be considered to be a member of the Chief's Staff.
3. The Chief's Aid/Administrative Manager shall be directly responsible to the Fire Chief for the following:
 - A. Assisting in the preparation of the department's budget, managing procurement and monitoring expenditures on a daily basis.
 - B. Coordinating the submission of items to the appropriate governing body - e.g., the Borough Fire Chief, Safety Council, etc.
 - C. Serving as a liaison between the department's fire line and executive administrative bodies as well as the Fire Corps Program.
 - D. Administering contracts.
 - E. Maintaining records, managing the department's information management system (i.e. Firehouse Software) and preparing reports as required.
 - F. Serving as the department's human resource coordinator.
 - G. Serving as the department's Public Information Officer.
 - H. Editing and publishing content for the department's website and newsletter.
 - I. Participating in the department's public education/fire prevention programs.
 - J. Performing other such duties as required.

101.14 Secretary/Administrative Assistant (Bylaw XX)

1. Each Secretary will be assigned to a specific office or officer.
2. The Secretary/Administrative Assistant shall be appointed by the Fire Chief on the recommendation of the Deputy Chief and Assistant Chief and be based upon a competitive process by both a resume and oral interview. No person shall be eligible for appointment unless they have had classes in business administration.
3. Secretaries/Administrative Assistants shall be directly responsible to their assigned supervisor for the following:
 - A. Maintaining records, reports and files as required.
 - B. Acting as receptionists and providing basic information of a non-personal and non-sensitive nature to the public and staff as requested.
 - C. Being proficient in the use of all office equipment as required, such as fax machines, computers, copiers, multi-line phones and so forth.

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- D. Possessing a thorough knowledge of Business English, local ordinances, rules, regulations, policies, practices, procedures and the services provided by Borough and county departments.
- E. Being proficient in spelling and proper grammar, basic mathematics and proper telephone techniques.
- F. Maintaining confidentiality and trust.
- G. Performing other such duties as required.

101.15 Junior Advisor(s) (Bylaw XX)

1. The Junior Advisor(s) shall be directly responsible to the Fire Chief for the proper administration of the CCFD Junior Firefighter Program and the safe and proper training of the department's Junior Firefighters.
2. The Junior Adviser(s) shall coordinate training activities with the Training Captain.
3. The Junior Advisor(s) shall be appointed by the Fire Chief on the recommendation of the Deputy Chief and Assistant Chief and be based upon a competitive process by both a resume and oral interview. No personnel shall be eligible for appointment as Junior Advisor unless they have served a minimum of five years as a firefighter.
4. The Junior Advisor(s) shall be responsible for the following:
 - A. Maintaining records, reports and files as required.
 - B. Insuring that the personnel participating in the Junior Firefighter Program maintain compliance with federal, state and local laws and regulations governing such programs.
 - C. Insuring that the department maintains compliance with federal, state and local laws and regulations governing such programs.
 - D. The Junior Adviser(s) shall be responsible for keeping the Fire Chief and the department up to date with changes and new laws and regulations that affect the CCFD junior Firefighter Program.
 - E. Instilling a sense of pride, mentoring and setting a good example for the personnel participating in the CCFD junior Firefighter Program.
 - F. Performing other such duties as required.

101.16 Medical Lieutenant (Bylaw XX)

1. The Medical Lieutenant shall be directly responsible to the Deputy Chief for the medical supplies, first aid bags, O2 kits and AED units on each piece of apparatus and in the fire house are maintained in proper working order.
2. The Medical Lieutenant shall have a minimum of First Responder level of certification and maintain current certifications for CPR/AED and Bloodborne Pathogens.
3. The Medical Lieutenant shall be responsible for the following:
 - A. Maintaining records, reports and files as required.
 - B. Coordinating with the Training Captain for any medical training required for department personnel.

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101.17 Chain-of-Command Flowchart

