

FIRE STATION MANAGER - CC**DEFINITION**

Under general supervision, plans, organizes, and manages the College's fire station operations, activities and functions; inspects the station house, facilities, grounds, and fire fighting equipment; reviews, interprets, and implements policies, guidelines, and operational procedures concerning the response to fires and emergency situations; supervises, reviews, trains, and evaluates the performance of the volunteer trainee fire fighting staff; advises, counsels, and assists in the development of first response technology applications; does other related work as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Columbia College Vice President of Student Learning.

Provides supervisory oversight to volunteers and work-study students, as assigned.

EXAMPLES OF DUTIES

- Plan, schedule, manage and participate in the fire station operations.
- Plan, organize, and prepare management reports concerning fire fighting training projects, and simulated fire suppression operational performance.
- Review, analyze, and evaluate the fire station house training center and related fire fighting technology.
- Perform studies and research functions pertaining to the station house equipment and staffing needs.
- Train, supervise and evaluate the performance of the fire fighting training staff, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Assist in the development of improved information and fire fighting technology systems and procedures.
- Coordinate, and participate in the in-service and training of trainee fire fighting personnel in a simulated fire fighting situation in a fire apparatus training facility.
- Monitor and audit the fire station training functions to ensure compliance with operational procedures, guidelines, and standards.
- Participate in the upgrading and configuring of fire fighting training operational systems and Facilities Master Plan.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work requires occasional outdoor exposure to various inclement weather conditions.
- Work, occasionally may create exposure to flames, smoke, dust or flammable gases.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, practices and trends concerning state of the art fire fighting technology, and equipment;
- Methods, practices and techniques associated with a fire apparatus operational systems
- Legal mandates, policies and regulations pertaining to fire fighting and first response services;
- Principles, practices and techniques of organization, supervision, employee motivation and training.

Ability to:

- Perform responsible and technical fire station analysis, planning, and supervision; Organize, supervise, train and evaluate the work of the fire station personnel;
- Prepare and present management reports in a clear and concise manner;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Driver's License

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; will involve walking or standing for extended periods; must have a full range of motion in the upper extremities.
- **Push/Pull:** will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- **Dexterity:** fine manipulation sufficient to operate various pieces of equipment and hand tools.
- **Visual Requirements:** ability to possess near and far vision depth perception; close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to perceive the nature of sound, ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Equivalent to an Associate of Arts or higher degree from an accredited institution, including emphasis in fire science and fire fighting technology, or a closely related field.
- Experience: Four years of fire station operational experience, including one year in a management or supervisory capacity.

Class Adopted: 03/01/09

Class Amended: XX-XX-XX