

	<p style="text-align: center;">GALENA FIRE DEPARTMENT Policy and Procedure Manual</p> <hr/> <p style="text-align: center;">Fire Chief Signature Date</p>	<p style="text-align: right;">#03</p> <p>Effective: 01jan14 Revised:01aug16 Page: 1 of 25</p>
<p>CLASSIFICATION SPECIFICATIONS - FC</p>		

Class Code: FCGFD1

GALENA FIRE DEPARTMENT
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FIRE CHIEF

PURPOSE OF CLASSIFICATION

The position of Fire Chief is recommended by the Department and appointed annually by the Mayor and responsible for the efficient functioning of the Fire Department. The Fire Chief shall respond and serve as the incident commander at fires and other emergencies, supervise all members of the department, assign duties, prescribe regulations and be responsible for all property connected with the department.

The purpose of this classification is to assume overall administrative and operational responsibility for the direction of personnel and activities of the Fire Department. The Fire Chief shall plan, organize, and direct the administration and operations of the department; enforcing all applicable fire and life safety codes and laws, including reviewing building plans; and manage staff and line officers who oversee applicable departmental projects and issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.



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Directs the administrative functions of the entire department; takes responsibility for personnel, property, and the operation of the department; reviews policies and procedures and standard operating guidelines; takes necessary action to improve departmental operations and administrative functions.

Serves as the Incident Commander at fires and other emergency situations; serves as Command Officer at major events, as applicable.

Serves as the chief steward of fire department buildings, apparatus, and equipment, and be accountable to the public.

Directs and monitors departmental budget preparation/facilitation; exercises control over expenditures; reviews revenue sources; approves purchases.

Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, disciplining as needed; provides overall supervision, management and leadership of all personnel; oversees recruitment and orientation processes; oversees departmental training.

Ensures compliance with city, county, state, and national mandates and guidelines.

Reviews all electronic and written documentation and correspondence directed to Chief's Office.

Evaluates and recommends the need for additional personnel, materials, apparatus, and supplies.

Based on project needs, determines the need for committees and selects committee members.

Attends department-related meetings; oversees regular staff meetings; participates in county fire organizations; participates in state and national organizations.

Determines department needs / objectives and develops the process for strategies and assignments that will meet these needs.

Serves as department liaison to the community; serves as City liaison to other fire/rescue agencies; represents the City at various functions; maintains effective relationships with the media, public, and City staff.

Oversees the process for development and monitoring of fire codes and ordinances.



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ADDITIONAL FUNCTIONS

Promotes good internal and external relationships and quality of service.
Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Be 18 years of age.
High school diploma or GED.
Valid and current Illinois driver's license.

The Fire Chief is selected by the membership based on his/her skills, knowledge and abilities that demonstrate proficiency as the leader of the department consistent with the responsibilities as noted above, and then approved by the Mayor of the City of Galena.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.



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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, noise extremes, electric currents, toxic agents, violence, disease, or pathogenic substances.

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GALENA FIRE DEPARTMENT

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT FIRE CHIEF

PURPOSE OF CLASSIFICATION

The position of Assistant Fire Chief is recommended by the GFD members and appointed by the Mayor, and shall be responsible to the Fire Chief and shall perform such duties as may be assigned by the Fire Chief. The Assistant Fire Chief shall respond to emergency responses and, in the absence of the Fire Chief, shall assume the duties and responsibilities of the Fire Chief.

The purpose of this classification is to serve as second-in-command of the department, responsible to the Fire Chief, to assist in the oversight of all fire and rescue emergency and routine operations, to include the management and direction of the administration and operations of the department; enforcing all applicable fire and life safety codes and laws, including reviewing building plans; and working with the staff and line officers who oversee departmental projects and issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.

At the direction of the Fire Chief, coordinates routine and administrative operations, and directs the emergency operations of department personnel.



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Responds to alarms and assumes the role of Incident Commander until relieved by the Fire Chief or until command is appropriately transferred; assists as needed in the investigation of fire incidents.

Assists in the preparation and development of the operations budget; In the absence of the Fire Chief, recommends vehicle and equipment purchases; purchases fire equipment; prepares, reviews, and monitors a variety of reports; prepares presentations as required; monitors personnel records; approves training and travel requests; prepares grant applications; and prepares grant activity reports.

Responds to inquiries and questions from the public; enforces fire and life safety codes and laws.

Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, and disciplining as necessary; coordinates probation activities; trains officers and line personnel.

Assigns vehicles to calls; supervises maintenance of all vehicles; schedules testing of all emergency apparatus.

Coordinates operations with mutual aid partners and other public safety agencies.

Oversees the development of standard operational guidelines and other department policies; reviews and updates personnel policy and procedure.

Attends meetings and chairs committees as directed; coordinates special assignment and ad hoc committees; represents the department at city events.

Performs the duties of the Fire Chief in his/her absence.

ADDITIONAL FUNCTIONS

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

Be 18 years of age.

High school diploma or GED.

Valid and current Illinois driver's license.

The Assistant Chief is selected by the membership based on his/her skills, knowledge and abilities that demonstrate proficiency as the second-in-command member of the department consistent with the responsibilities as noted above, and then approved by the Mayor of the City of Galena.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.



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Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as fumes, noise extremes, electric currents, traffic hazards, toxic agents, violence, or pathogenic substances.

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GALENA FIRE DEPARTMENT

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide mid-level line supervision and oversee training and response activities associated with the fire services, to include emergency rescue, hazardous materials response, and mitigating all hazardous situations; protecting life and preserving property; managing and organizing personnel, and procuring supplies as necessary; conducting training; and providing documentation as requested.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.

Establishes initial command at an emergency scene, including making decisions about the best methods to gain entry, attack fires, search area, and ventilate; identifies hydrant locations, and routes fire apparatus to emergency responses; communicates by radio; communicates with other fire units enroute to calls; communicates arrival report; establishes a safe zone for firefighters, directs traffic at emergency scenes to avoid further incidents.



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Supervises and participates in fire apparatus placement, including the laying of hose lines, directing water streams, placing ladders, salvaging property, and ventilating fire structures.

Supervises and participates in the search and rescue of potential victims;

Assists with fire investigations as needed; preserves evidence in the event of a potential crime scene; coordinates with law enforcement agencies.

Coordinates with other emergency responders to establish priorities and tactical objectives.

Appropriately transfers command to an arriving ranking officer, if applicable.

Conducts or assists in training firefighters in firefighting and rescue techniques and procedures; conducts training on new equipment; researches new methods in firefighting; attends seminars.

Supervises, directs, and evaluates assigned personnel, processing employee concerns and problems, directing work, counseling, and disciplining as needed; transmits orders and information to personnel; recommends firefighters for commendations.

Ensures completion of run reports; prepares, maintains, and files reports as needed.

Oversees maintenance and cleanliness of the fire station, fire apparatus, equipment, inspects assigned emergency response apparatus and equipment to ensure efficient operating condition and readiness; ensures supplies are restocked.

ADDITIONAL FUNCTIONS

Serves as an educator in formal and informal citizen fire safety.

Participates in the research and selection of apparatus and equipment, as assigned.

Promotes good internal and external relationships and quality of service.

May serve on committees as determined by the Fire Chief

Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

Be 18 years of age.

High school diploma or GED.

Valid and current Illinois driver's license.

A Captain is selected by the membership based on his/her skills, knowledge and abilities that demonstrate proficiency as a first-line supervisor consistent with the responsibilities as noted above.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.



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Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds and over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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GALENA FIRE DEPARTMENT

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LIEUTENANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide first-level line supervision and oversee training and response activities associated with the fire services, to include emergency rescue, hazardous materials response, and mitigating all hazardous situations; protecting life and preserving property; managing and organizing personnel, and procuring supplies as necessary; conducting training; and providing documentation as requested.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.

Establishes initial command at an emergency scene, including making decisions about the best methods to gain entry, attack fires, search area, and ventilate; identifies hydrant locations, and routes fire apparatus to emergency responses; communicates by radio; communicates with other fire units enroute to calls; communicates arrival report; establishes a safe zone for firefighters, directs traffic at emergency scenes to avoid further incidents.

Supervises and participates in fire apparatus placement, including the laying of hose lines, directing water streams, placing ladders, salvaging property, and ventilating fire structures.



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Supervises and participates in the search and rescue of potential victims.

Assists with fire investigations as needed; preserves evidence in the event of a potential crime scene; coordinates with law enforcement agencies.

Coordinates with other emergency responders to establish priorities and tactical objectives.

Appropriately transfers command to an arriving ranking officer, if applicable.

Conducts or assists in training firefighters in firefighting and rescue techniques and procedures; conducts training on new equipment; researches new methods in firefighting; attends seminars.

Supervises, directs, and evaluates assigned personnel, processing employee concerns and problems, directing work, counseling, and disciplining as needed; transmits orders and information to personnel; recommends firefighters for commendations.

Ensures completion of run reports; prepares, reviews, maintains, and files reports as applicable.

Oversees maintenance and cleanliness of the fire station, fire apparatus, equipment, inspects assigned emergency response apparatus and equipment to ensure efficient operating condition and readiness; ensures supplies are restocked.

ADDITIONAL FUNCTIONS

Serves as an educator in formal and informal citizen fire safety.

Participates in the research and selection of apparatus and equipment, as assigned.

Promotes good internal and external relationships and quality of service.

May serve on committees as determined by the Fire Chief

Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

Be 18 years of age.

High school diploma or GED.

Valid and current Illinois driver's license.

A Lieutenant is selected by the membership based on his/her skills, knowledge and abilities that demonstrate proficiency as a first-line supervisor consistent with the responsibilities as noted above.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.



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Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds and over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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GALENA FIRE DEPARTMENT

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DRIVER OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this non-rank-specific classification is to identify the functions of members serving in the capacity of Pump Operator, regardless of rank. The prevailing Classification Specification is that which corresponds to a member's rank within the department (Firefighter, Lieutenant, etc.).

A Driver Operator is responsible for the safe and efficient operation of fire engines, tanker, aerial apparatus, rescue truck, and other emergency vehicles while responding to calls and upon arrival on scene, ensuring the timely and safe delivery of apparatus and personnel, and operating this equipment to ensure that water supply is sufficient for fire suppression activities, and that the maximum safety is afforded to firefighters engaged in firefighting activities, ventilation, ladder work, or other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.

Possess a working knowledge of the address system and other geographical locations within the department response area.



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Possess a working knowledge of the placement of equipment, tools, appliances, hose lines, ladders, intakes, and discharges, extinguishers, safety equipment, emergency warning devices, and radio location/operation for all apparatus.

Possess a working knowledge of GFD SOG's regarding vehicle placement, hydrant connections, supply lines, drafting techniques, placement of apparatus, and the establishment of a safety perimeter around working fire apparatus.

Respond with a company of firefighters to incidents requiring firefighting, emergency rescue or hazardous material response

Safely drive the fire truck, tanker, aerial truck, rescue truck, or other apparatus to the emergency response scene, ensuring that warning devices are in operation when necessary.

Make initial determination of necessary personnel, equipment and suppression or containment tactics until relieved by a ranking officer.

Operates and monitors equipment and apparatus, such as pumps, hoses, master streams, gauges, air compressors, ladders, aerial platforms, etc., at emergency response scenes.

Assists in advancing hose lines as necessary; selects hose and nozzle, depending on type of fire.

Operates aerial ladder and controls water supply for elevated hose streams, as necessary.

Possess a working knowledge of the location and proper use of necessary tools, equipment and appliances.

Possess a working knowledge of the hydraulic principles and mathematical calculations necessary to effectively and efficiently provide water and/or foam to various hose lines.

Maintain contact with the Incident Commander regarding personnel accountability, PAR, RIT, Mayday situations and staging resources.

Anticipate worst case scenario situations and be mentally and physically prepared to effectively deal with these issues as they may become necessary.



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Assists with the routine maintenance of apparatus and equipment to ensure efficient operating condition and readiness; cleans and maintains equipment, as necessary, after completion of emergency response operations.

Identifies hazardous materials and type of container or carrier at spill scene; uses a variety of equipment to contain spills and mitigate runoff; as necessary; assists in evacuation operations, as necessary.

Attends and participates in training sessions on such topics as hydraulics and water supply, aerial operations, fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

Attends and participates in meetings, drills, and other training activities, as well as with department sanctioned events and activities; meet all required training requirements.

Respects the department Chain-of Command; receive and carry out directives and orders as required to fulfill the mission of the Department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assist other public safety agencies as needed and as assigned.

ADDITIONAL FUNCTIONS

See 'Firefighter' Classification Specification

Performs other duties as assigned

MINIMUM QUALIFICATIONS

See 'Firefighter' Classification Specification

Must complete all GFD requirements for approval to function as a Driver Operator

Must possess a current Class 'B' Driver's License



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PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data, including performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of



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moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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GALENA FIRE DEPARTMENT

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FIREFIGHTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform emergency services work in firefighting, emergency rescue, and hazardous material response to protect the lives and properties of the citizens of the Galena. This position is responsible for performing fire suppression, emergency rescue, and/or hazardous material containment or cleanup work in response to alarms, and operating associated equipment and apparatus; inspecting and maintaining equipment; and performing various maintenance and custodial duties at the fire station.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Represents the City of Galena and the GFD with pride and respect, and be willing to devote the time necessary to provide quality service.

Responds to incidents requiring firefighting, emergency rescue or hazardous material response; may make initial determination of necessary personnel, equipment and suppression or containment tactics until relieved by a ranking officer.

Advances hose lines into fire area; selects hose nozzle, depending on type of fire; lays and connects hoses; holds nozzle and directs stream of water onto fire; raises and climbs ladders; creates openings in buildings for ventilation or entrance using various hand, power and hydraulic tools; enters premises for firefighting, rescue, and salvage operations; uses fire extinguishers, tools, appliances, ropes and other necessary equipment.

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Possess a working knowledge of GFD emergency response apparatus and equipment to ensure efficient operating condition and readiness; cleans and maintains equipment, as necessary, after completion of emergency response operations.

Identifies hazardous materials and type of container or carrier at spill scene; uses a variety of equipment to contain spills and mitigate runoff; as necessary; assists in evacuation operations, as necessary.

Attends and participates in training sessions on such topics as fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

Attends and participates in meetings, drills, and other training activities, as well as with department sanctioned events and activities; meet all required training requirements.

Respects the department Chain-of Command; receive and carry out directives and orders as required to fulfill the mission of the Department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assists other public safety agencies as needed and as assigned.

ADDITIONAL FUNCTIONS

Participates in formal and informal citizen fire safety.

Maintains the cleanliness of the fire station and the fire apparatus and associated equipment.

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Be 18 years of age.

High school diploma or GED.



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Valid and current Illinois driver's license.

Be in good physical condition, subject to a medical examination.

Successfully pass the Physical Ability Test as set forth by Department.

Provide a statement of successful completion of the medical examination and urinalysis drug screen will be submitted to the Fire Chief.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data, including performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.



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ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The City of Galena, IL is an Equal Opportunity Employer