

POSITION DESCRIPTION (Please Read Instructions on the Back) **PERSONNEL OFFICE COPY.**

1. Agency Position No. **529-4643A**

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location: Butler, PA

5. Duty Station: Butler, PA

6. OPM Certification

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Employment and Financial

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Neither

12. Sensitivity: 1-Non-Sensitiv 3-Critical 2-Noncrit 4-Special

13. Competitive Level Code: **X01**

14. Agency Use

Position (Show any positions replaced): **Replaces PD # 3015A dated 10-2-98**

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Firefighter (Hazardous Materials Tech)	GS	0081	7	AW	11-23-04
e. Recommended by Supervisor or Initiating Office	Firefighter/Driver/Operator/Hazardous Material Tec	GS	0081	08		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify): **ESOUdate, CRA, Henry, Gust, Vettorel**
Fitzwater, Leslie, MARCO

18. Department, Agency, or Establishment: **Department of Veterans Affairs**

a. First Subdivision: **Medical Center**

b. Second Subdivision: **Facility Management**

c. Third Subdivision: **Fire Department**

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor: **DAVID J. BARRY, SAFETY OFFICER**
Signature: *David Barry* Date: **7/21/04**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **TIMOTHY H. EVANOFF, ACTING FACILITY MANAGER**
Signature: *THE* Date: **7/21/04**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position: **OPM PCS for Fire Protection and Prevention Series GS0081, dated March 2004.**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action: **STANLEY J. PAKUTZ**
Signature: *Stanley J. Pakutz* Date: **11/23/04**
Personnel Officer

23. Position Review	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

**FIREFIGHTER /DRIVER OPERATOR/Hazardous Material Technician GS-0081-8
POSITION DESCRIPTION**

The incumbent provides fire protection and suppression services at an 88 acre V.A. Medical Center complex. The V.A. campus is comprised of 45 structures, approximately 500 employees and numerous other tenants. The degree of hazard ranges from low to high. Among the 45 structures there is a 5-floor inpatient/outpatient treatment building, a 3 floor, 60-bed inpatient rehabilitation facility, and a 2 floor 10 bed transitional living facility. These buildings also house a library, laboratory, clinics, offices, retail store and a retail sales canteen. Other occupancies on the facility include a boiler plant, chapel, child day care center, maintenance shops, office buildings, generator buildings with fuel tanks, underground fuel tanks, pesticide and fertilizer storage building, greenhouse, bulk oxygen storage site, warehouse, SPD, and a 16-bed lock down psychiatric care center.

The incumbent works a 24 hour work shift beginning at 8:00 a.m. with work week cycles of 48, 56, and 64 hours.

I. FIRE PROTECTION AND SUPPRESSION DUTIES:

- a. The incumbent serves in a combined position as a firefighter/driver-operator. Duties include:
 - * Establishing water supply connections to hydrants, sprinkler systems, standpipes, and fire apparatus.
 - * Loading, unloading, and advancing fire hoses.
 - * Manning fire attack lines and applying fire streams for fire control and extinguishment.
 - * Applying water or other chemical agents to contain hazardous material releases.
 - * Placing and climbing ground ladders with equipment for fire control, ventilation, rescue, or other fire ground work.
 - * Making forcible entry into locked and concealed areas, i.e. prying doors, open, removing windows, etc.
 - * Ventilating structures by opening doors, windows, floors, and walls using specialized tools and equipment.
 - * Entering hazardous environments for rescue and fire extinguishment purposes.
 - * Conducting salvage and overhaul work to protect undamaged property and preserve the scene for fire investigation.
 - * Uses protective firefighting equipment that includes self-contained breathing apparatus.
 - * Uses communication equipment i.e. portable radios.
 - * Provides basic first aid and CPR with AED at medical emergencies that involve patients, employees, or members of the public on medical center grounds.
 - * Safely driving and operating fire engine pumpers of 1000 gallons per minute or greater capacity.
 - * Determining the best response travel routes and apparatus position at the scene.
 - * Operating fire pumps and determining pump pressures for hose lines and sprinkler / standpipe systems.
 - * Operating specialized fire alarm computers.
 - * Responsible for proper documentation of equipment and systems inspections and tests.
- b. Firefighters respond to calls for mutual aid in the surrounding area of Butler Township.
- c. Conducting and participating in fire drills. As needed, is assigned to assist the department trainer in conducting staff and patient fire training activities.
- d. Attending and completing required training assignments.

- e. Documenting routine and essential information in the Fire Department daily logs. Utilizing personal computers to complete reporting activities as needed.
- f. Hazardous Material Technicians respond to the presence or potential releases of hazardous materials for the purpose of stopping or controlling the release using specialized protective equipment. Response to the incident is more aggressive in that the technician will approach the point of release to plug, patch, or otherwise stop the release of a hazardous substance. In performing these duties, the firefighter:
 1. Employs hazard and risk assessment techniques to complete incident analysis.
 2. Develops an appropriate strategy for approaching the release site and containing the release.
 3. Implements the response by:
 - Performing advanced mitigation, control, and confinement operations within the capabilities of the available resources and personal protective equipment available to control leaks or releases using a variety of methods to include:
 - Offensive measures
 - Defensive measures
 4. Continuously evaluates the effectiveness of the situational response and recommends potential alternative or supplementary actions.
 5. Assists in incident debriefings and critiques.
 6. Prepares incident reports and documentation.
 7. Maintains and decontaminates hazardous material response equipment and supplies including a variety of protective clothing, respiratory protection equipment, dry and chemical extinguishing chemicals, and decontamination agents and equipment; and replaces expended chemicals and agents.
- g. Assist Safety Officer and Facility Management in preparing for Joint Commission Accreditation Healthcare Organizations assessments to include:
 1. Training,
 2. Inspections
 3. Record keeping

II. PREVENTIVE MAINTENANCE RESPONSIBILITIES:

- a. Independently conducts inspections, tests, maintenance and minor repairs of Fire Department preventive maintenance activities assigned to the crew that includes:
 - * Medical center fire protection and suppression systems.
 - * Fire extinguishers.
 - * Fire department equipment.
 - * Fire hydrants.
 - * Routine housekeeping and maintenance of the fire station.
 - * Apparatus, pumps, and equipment.
- b. Prepares and submits written reports of inspections and tests performed to the Assistant Chief for review.
- c. During other than normal administrative work hours, responds to investigative non-fire related utility or other type emergency calls within the medical center. If possible makes minor repairs, i.e. reset circuit breakers, shut off water valves, etc. If necessary, initiates a call back of off-duty personnel to make repairs.
- d. All preventive maintenance is properly documented for recall during routine and special inspections (i.e. Annual Workplace Evaluation, OSHA, JCAHO).

III. GENERAL RESPONSIBILITIES:

- a. Performs work assignments in a safe manner. Adheres to department and Medical Center safety policies.
- b. Maintains an adequate level of physical fitness that allows you to react quickly and have the stamina to endure the physical exertion and stress firefighters are subjected to.
- c. Performs non-firefighting duties in accordance with MP-3, Part III 34.04 e-7 i.e., removing persons from stalled elevators, Confined Space Rescue, High Angle Rescue, Trench Rescue, OSHA Worksite Safety Inspections, teaching fire safety classes, and conducting fire drills, among other safety and fire related duties.
- d. The incumbent must become familiar with applicable Medical Center and Fire Department policies, and an understanding of JCAHO, OSHA and NFPA standards that apply. It is expected that the incumbent performs their duties at the competency level of NFPA 1001, Firefighter, Level II, NFPA 1002, Fire Apparatus Driver-Operator and NFPA 472, Technician Level HAZMAT Responder, latest edition. Keeps abreast of advances in fire technology through self-study, educational resources, attending training seminars and reading trade publications.
- e. Routine and assigned duties require the operation of government vehicles; therefore, a valid state driver's license is required.
- f. Public relations are an important part of a successful fire protection program. Work assignments will require teamwork and personal contact with staff, patients, and members of the public. A proper appearance, positive attitude, and tactful approach are essential in order to obtain the cooperation needed to meet medical center and department goals.
- g. In performance of official duties, the employee has access to print and electronic files containing sensitive data, which must be protected under the Privacy Act of 1974, and other applicable laws, federal regulation, and Department of Veterans Affairs policy. The employee is responsible for protecting data from unauthorized release, from loss, alteration, or unauthorized deletion; and following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement signed by the employee.
- h. In the absence of the Assistant Chief, the incumbent will be assigned the duties of the Assistant Chief.
- i. In the absence of the Assistant Chief, and the Safety Officer, the incumbent will be assigned the duties of the Safety Officer.

IV. SUPERVISORY CONTROLS OVER THIS POSITION:

It is expected that the incumbent will perform their duties without direct supervision, however, the Fire Chief is responsible for the overall supervision of all fire department personnel and works closely with the Assistant Chief who will normally coordinate crew work assignments. The Fire Chief, or Assistant Chief at his direction, will spot check work performance to ensure the work assignments are completed as required. All employees are expected to follow the chain of command to resolve conflicts and work problems that arise by conferring with the Assistant Chiefs first.

OTHER SIGNIFICANT FACTORS:

Public relations and meeting the customer's needs is an important part of a successful organization. Work assignments will require the incumbent to demonstrate successfully in the following areas:

- A Communicate effectively using appropriate verbal and non-verbal communications to reinforce the content of the message.
- B Treat co-workers and other customers with dignity; is courteous and helpful in all customer contacts.

- C Demonstrate support for and ability to work as part of a team in achieving departmental and organizational goals and objectives.
- D Demonstrate organizational skills and manage time effectively.
- E Demonstrate initiative to support and / or carry out new ideas and methods in cooperation to promote professional growth and / or meet Joint Commission Accreditation of Healthcare Organization (JCAHO) and medical center educational standards. A proper appearance, positive attitude, and tactful approach are essential in order to obtain the cooperation needed to meet the above requirements in order to achieve the higher level of quality work of customer satisfaction.