

ARFF SUPERVISOR

Position

Performs management-level administrative and technical work related to crash/fire/rescue operations at the Wilkes-Barre / Scranton International Airport (Airport). Provides leadership, management, training, direction and administration for the Airport Rescue and Fire Fighting (ARFF) Team. The Fire Chief will be responsible for organizing and directing crash/fire/rescue operations in accordance with Federal Aviation Administration Airport Certification Standards and other federal, state and local laws. Work includes supervision, direction and training of Airport employees engaged in responding to crash/fire/rescue situations, in addition to overseeing maintenance of facilities and equipment used by the Airport's ARFF team.

This position's main goal is to provide and maintain a proficient and compliant ARFF team. The Fire Chief is supervised by the Public Safety Director and Assistant Public Safety Director. Key relationship includes coordination with the FAA, local Fire Chiefs, Emergency Management Agencies, airport tenants and other users.

Responsibilities

- On standby to command ARFF team in response to crash/fire/rescue operations on Airport property, and for non-emergency issues as needed.
- Plans, organizes, supervises and directs crash/fire/rescue operations on Airport property.
- Reviews and approves training and testing programs for personnel who may be engaged in crash/fire/rescue operations.
- Maintains ARFF team training records.
- Directs and participates in Airport standby, fire and crash alarms.
- Supervises facility, equipment and vehicle mechanical and preventative maintenance programs and maintains inventory of crash/fire/rescue equipment and supplies.
- Assists in the preparation of the Airport Emergency Plan.
- Inspects Airport property for hazards and notifies appropriate personnel of potential hazards. Assists with hazard mediation as requested.
- Inspects / oversees maintenance of Airport fire alarm, sprinkler, and emergency lighting systems.
- Renews Airport FCC licensure and ensures that Airport operations comply with FCC regulations.
- Performs other related jobs as assigned.

QUALIFICATIONS

The Fire Chief must possess a valid Pennsylvania Driver's License. In addition, the Fire Chief should possess the following:

- Minimum of 5 years' experience in Airport crash/fire/rescue operations in addition to Pennsylvania Pro Board Fire Fighter I and Emergency Medical Technician (EMT) certifications.
- Knowledge of Federal Aviation Administration Airport Certification Standards relating to crash/fire/rescue operations.
- Knowledge of the operation and maintenance of crash/fire/rescue equipment and apparatus.
- Knowledge of the structural composition of various commercial, military and private aircraft, the combustion properties of aircraft fuel, and the layout of the Airport complex including the location of roads, runways, taxiways, and hydrants.
- Ability to react quickly and calmly and to effectively direct crash/fire/rescue operations under emergency conditions.
- Ability to prepare and present oral and written reports in an accurate, concise and timely manner.
- Ability to establish and maintain effective working relationship with official groups, the general public, management and/or administrative personnel.
- Ability to operate computers.
- Ability to communicate effectively both in oral and written form.

Graduation from an accredited university or college with a Bachelor's degree in Public Safety, Emergency Services, Business Administration or related field, or commensurate experience in the Law Enforcement, Fire Fighter or Emergency Management Field.

PHYSICAL REQUIREMENTS

- Position will require the ability to frequently reach, stand, walk, bend, twist, grasp, sit, talk, hear, see, climb and perform repetitive motions.
- Position will require the ability to lift and carry items up to 50 pounds, and push/pull items weighing up to 75 pounds.
- Position requires incumbent to be physically capable of completing required ARFF training and serving on the Airport ARFF Force.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

Additional Information:

HR Use Only	
Management? (Yes/No)	YES
Exempt status	YES
Last revised	March 24, 2022

Employee Signature:

Name: _____

Date: _____