

Spec. Code: 2514  
Occ. Area: 13  
Work Area: 069  
Prob. Period: 12 mo.  
Prom. Line: None  
Effective Date: 04/15/12  
Last Action: Rev.

## **AIRPORT FIRE MARSHAL**

### Function of Job

Under general supervision, the Airport Fire Marshal supervises the firefighting and aircraft crash and rescue operation at a university airport including overseeing equipment, personnel, and security.

### Characteristic Duties and Responsibilities

1. supervises the emergency, disaster, and crash-rescue operations at the airport
2. directs structural firefighting and aircraft crash and rescue operations of university airport Crash-Rescue and Security Specialist and volunteer fire brigades
3. organizes mutual response activities with local fire departments and other agencies, including the administration of special training in aircraft crash and rescue activities
4. supervises assigned personnel, instructs and drills personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention, and related subjects
5. supervises the maintenance and operation of firefighting vehicles and equipment
6. plans and supervises regular drills for the instruction of personnel assigned to the aircraft fire and rescue vehicles
7. supervises the operation and maintenance of the airport fire station
8. initiates, develops, and/or assists in the development of operational, emergency, and training manuals on crash-rescue, fire fighting, and security for the airport
9. supplements crash-rescue and security personnel in performance of their duties as necessary
10. inspects and tests new and existing fire protection systems, fire detection systems, and fire safety equipment to ensure that they are operating properly
11. compiles and maintains records on personnel, accidents, equipment, and supplies
12. performs maintenance and minor repairs on firefighting equipment, including vehicles, and writes and submits proposals to modify, replace, and repair equipment

13. administers first aid as necessary
14. performs other related duties as required

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. An Associate's degree or higher in fire service, business management, communications or closely related field
2. Three (3) years (36 months) of work experience as a paid, full-time firefighter
3. Three (3) years (36 months) of paid full time firefighter work in a management or supervisory capacity
4. Certified in Airport Rescue and Firefighting (ARFF)\*

<http://www.sfm.illinois.gov/fireservice/certification/types-apf.aspx>

\*Or applicable certification from the International Fire Service Accreditation Congress (IFSAC) or National Professional Qualifications System (NPQS)

##### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
2. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
6. Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

7. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
8. Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
9. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
10. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
11. Speaking — Talking to others to convey information effectively.
12. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
13. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
14. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
15. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
16. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.