



JOB SPECIFICATION

ARFF SUPERVISOR

Code 7706
Grade C 3

General Purpose

Under general supervision, supervises assigned shift, of Aircraft Rescue and Firefighters; performs related duties as required.

Typical Duties:

Responds to and supervises emergency aircraft crash fire rescue activities; operates fire fighting and rescue equipment; performs required tasks to effect rescue of persons and protection of property; attends training courses to maintain proficiency in crash fire rescue methods and techniques; as assigned, plans, schedules and conducts the CFR certification training program; conducts CFR drills as required.

Assures proper use and care of ramp equipment; conducts daily required safety inspections of runways, taxiways and ramps; conducts daily inspections of transient terminal facilities and properties to ensure proper appearance, maintenance and safety precautions; supervises the inspection of fuel handling equipment in accordance with federal, state and local rules and regulations.

Assigns, reviews and evaluates the work of assigned personnel; trains and develops subordinate employees; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; assures compliance with airport's rules and regulations; as assigned, acts in behalf of supervisor; maintains records and prepares reports.

Knowledge, Skills, and Abilities

- Considerable knowledge of airport ramp operations; considerable knowledge of aircraft rescue and firefighting methods procedures, techniques and practices; considerable knowledge of safe aircraft fuel handling methods, practices and procedures; considerable knowledge of safe working practices and procedures; good knowledge of fire extinguishing chemicals.
- Ability to assign, supervise, train and evaluate the work of assigned personnel; ability to enforce established rules and regulations, standards of conduct and work attendance; ability to enforce safe working practices and procedures; ability to react quickly and efficiently in emergency situations; ability to train groups of subordinate employees; ability to express oneself clearly and concisely orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with fellow employees and the general public.
- Skill in the operation, use and care of aircraft rescue and firefighting equipment; skill in the use and care of hand tools.

Minimum Qualifications

Education and Experience: A high school diploma or G.E.D. completion of the ARFF training course and four years of experience in airport ramp operations including two years experience at the level of an ARFF Technician; or an equivalent combination of training and experience.

Licenses and Certificates: Texas Class "C" Driver's License; Texas CFR certificate.

Special Requirements: Must obtain a Texas Class "C" Certificate as CFR instructor within one year from date of appointment.

Physical Requirements: Must react quickly in emergency situations; lift and carry heavy objects (50 to 200 pounds); exposure to hazardous working conditions; must perform shift work; must pass rigid periodic physical examination.



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Effective 09/03/06

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.