



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
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Christine W. Baletto
Director

JUN 15 2016

HRD NO.: OG-16-779

MEMORANDUM

To: Manager, Human Resources Division

From: Supervisor, Classification and Pay Branch

Subject: **Amendment of Class Specifications**

RE: Fire Fighter I, Fire Fighter II, Fire Service Specialist, Fire Captain, Fire Battalion Chief, Assistant Fire Chief and Deputy Fire Chief

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to amend the current Class Specifications for the above-mentioned positions. This is based on a request to by the Guam Fire Department (GFD) dated July 5, 2016.

The changes made to the class specifications are in response to the need to create a uniformed set of standards and to establish adequate training and certification to ensure the professional competency of the Guam Fire Department.

The National Fire Protection Association (NFPA) established standards to be used in the certification process in order to develop a system of nationalized training for fire fighters. The appropriate certifications for the non-entry level positions were identified by the GFD. To meet the department's overall objectives, it is necessary to amend and update the Certification requirements to be applied to the respective position accordingly.

Fire Fighter I Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Operation
Firefighter I
Firefighter II

Fire Fighter II Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Operation
Firefighter I
Firefighter II

Fire Service Specialist Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Operation
Driver/Operator of Fire Apparatus with a Fire Pump
Fire Instructor I
Fire Officer I

Fire Captain Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Incident Commander
Fire Inspector I
Fire Instructor I
Fire Officer II

Fire Battalion Chief Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Incident Commander
Fire Inspector I
Fire Instructor II
Fire Officer II

Assistant Fire Chief Certifications:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Incident Commander
Fire Inspector I
Fire Instructor III
Fire Officer III

Deputy Fire Chief

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification
Hazardous Material Incident Commander
Fire Inspector I
Fire Instructor III
Fire Officer IV or Chief Fire Officer or Executive Fire Officer or equivalent

This proposal will be posted on the DOA website for a period of 10 working days with a copy of the amendment being forwarded to the requesting department to be posted on their website. Upon approval, we will send approved notices to the media and different media companies. After the 10-day period has expired, the proposed job specifications will be sent to the Director for approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123.
Dangkolo na Agradesimiento!


MICHAEL W. SCHMIEP



GUAM FIRE DEPARTMENT
DIPATTAMENTON GUAFI GUAHAN
*Professionalism * Respect * Integrity * Dedication * Empathy*



Eddie Baza Calvo
Governor

Joey C. San Nicolas
Fire Chief

Ray Tenorio
Lt. Governor

DEPARTMENT OF ADMINISTRATION

mc
JUL 06 2016

July 5, 2016

DIRECTOR'S OFFICE,

MEMORANDUM

TO: Christine W. Baletto, Director
 Department of Administration

FROM: Fire Chief, Guam Fire Department

SUBJECT: **Guam Fire Department Non-Entry Level Positions**
RE: National Fire Protection Association Certification

Department of Administration
 Human Resources Division
JUL 07 2016
 Administrative Office

Buenas yan Hafa Adai, this is written in response to your memo requesting an outline of the appropriate certification for the non-entry level positions. We are pleased to provide the following information for your agency's review and disposition. This endeavor has been a few years in the planning, and continues to show our commitment to providing the residents of Guam with the most informed and trained responders.

As a matter of clarification, the memo identifies the certification coming from the National Fire Protection Association (NFPA). We are providing a brief explanation on the true certification, as pulled from the Pro Board website.

"On October 25, 1972, the Joint Council of National Fire Service Organizations (Joint Council) founded the National Professional Qualifications System (NPQS) in an effort to help guide the fire service toward professionalism. Certification arose over a concern that training was becoming very uneven between jurisdictions and sometimes even inadequate. As a result of these concerns, a nine member National Professional Qualifications Board (Pro Board®) was established by the Joint Council to direct the new accreditation and registry system.

In order to develop a system of nationalized training for fire fighters, the Pro Board® requested that the National Fire Protection Association (NFPA) establish consensus technical committees to develop unambiguous standards to be used in the certification process. It is important to remember that the standards were developed by persons performing the jobs (e.g. fire fighters worked on the fire fighter standards, fire investigators on the fire investigator standard, etc.). The initial standards for professional competency were developed for Fire Fighter, Fire Inspector/Fire Investigator, Fire Service Instructor, and Fire Service Officer. And, in 1982, the Pro

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 Human Resources Division

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JUL 11 2016

Classification & Pay Branch

Board® began the process of accrediting entities that were certifying members of the fire service to these standards. In addition, the Pro Board® issued National Certificates to individuals certified by an accredited agency and maintained a Registry of individuals receiving National Certificates.

After the dissolution of the Joint Council, the National Professional Qualifications System was incorporated in July 1990 as the National Board on Fire Service Professional Qualifications (NBFSPQ) and continues to be referred to as the Pro Board®. The National Board on Fire Service Professional Qualifications operates under the direction of a Board of Directors consisting of one member from each of the following organizations; the International Association of Arson Investigators (IAAI), International Association of Fire Chiefs (IAFC), International Association of Fire Fighters (IAFF), National Association of State Fire Marshals (NASFM), National Fire Protection Association (NFPA), North American Fire Training Directors (NAFTD), Chair of the Pro Board® Advisory Committee, Chair of Committee on Accreditation, Accreditation Manager and one member At-Large. Today, accreditation is issued for certification to over 120 levels of nineteen standards in fire service related competencies. Individuals may become certified in as many disciplines as they desire. And, because examinations are based on the widely available NFPA standards, the Pro Board® avoids problems inherent to local or regional certification systems.

In its most simple form, certification means that an individual has been tested by an accredited examining agency on a body of clearly delineated material and found to meet or exceed the minimum standard. In this instance, certification provides the individual with the opportunity to test skills and knowledge against peers from all types of fire departments and fire service agencies. Well into its fourth decade, the Pro Board® system is the premiere program in the United States, Canada, and Overseas for certification oversight of fire service professionals, career or volunteer." http://www.theproboard.org/history_and_overview.htm

So in short, NFPA is the "Standard" and Pro Board, IFSAC and other accredited organizations provide the certification that meets or exceeds those standards.

-Attached to this memorandum will be the certification matrix and other supporting information you requested. If further clarification is needed, please do not hesitate to contact me at 688-6533 or FF I A.R. Stanley at 797-3473.

Joey San Nicolas
Joey C. San Nicolas



PROPOSED

FIRE FIGHTER I

4.430

NATURE OF WORK IN THIS CLASS

This is routine fire suppression, prevention, rescue, and ambulance operations work in combating, extinguishing, and preventing fires. Work involves duties of protecting life and property under the direction and supervision of a Fire Service Specialist or above.

Employees in this class learn and participate in the operation of fire equipment and apparatus and perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, collapsed structures, intense heat, toxic environments, cramped surroundings, or under the possible threat of being infected with communicable diseases during ambulance operations. Specific orders and directions are given by superior officers, however, the work requires individual employees to show initiative and a thorough understanding of fire equipment and apparatus and rescue and ambulance methods and procedures. Work in this class is reviewed through on-the-scene observations, frequent inspections, examinations, discussions, and submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Attends on-the-job and refresher training classes on fire suppression, prevention, rescue, and ambulance operations.

Participates in fire drills and receives on-the-job training in all fire suppression positions except as a driver/operator.

Responds to all emergency/non-emergency alarms with assigned company; lays and connects hoses; holds nozzles; directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines, and other equipment.

Responds to emergency medical calls by ambulance; checks pulse and respiration of persons to determine whether circulation and respiration are functional; treats range of injuries on persons involved in accidents using first aid and emergency medical technician (EMT) techniques; administers cardiopulmonary resuscitation (CPR); transports sick or injured persons by ambulance to medical facilities.

Ventilates burning buildings by opening windows and walls or by chopping holes in roofs and floors; removes persons from danger; holds life nets; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Performs general maintenance work in the upkeep of fire department property; cleans walls and floors; makes minor repairs to property and equipment; washes and hangs hoses; cleans and secures test apparatus.

Relays instructions, orders, and information; gives location of alarms from dispatcher.

Performs related duties as required.



PROPOSED

FIRE FIGHTER I

4.430

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the physical layout of villages throughout the Territory of Guam.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance operations.

Knowledge of first aid principles, practices, and techniques.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively.

Skill in the use, operation, and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

Automatic upgrading from Fire Fighter Recruit/Apprentice to Fire Fighter I upon attaining permanent status and successful completion of Fire Academy Training.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Operation

Firefighter I

Firefighter II



PROPOSED

FIRE FIGHTER I

4.430

ESTABLISHED:	JANUARY 1974		
AMENDED:	JULY 2016		
PAY GRADE:	IL04 Step 1		
STATUTE:	10 GCA §72105.4		
HAY EVALUATION:	KNOW-HOW:	D I 1	132
	PROBLEM SOLVING:	C 2 (22%)	29
	ACCOUNTABILITY:	C 1 C	<u>38</u>
	TOTAL POINTS		199

This standard revises and supersedes the standard established JANUARY 1974 and amended December 1979, July 1980, November 1982, July 1984, July 1989, December 1989, January 1996, June 1996, July 2000, May 2001 and September 2002.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

FIRE FIGHTER II

4.431

NATURE OF WORK IN THIS CLASS

This is moderately complex fire suppression, prevention, rescue, and ambulance operations work in combating, extinguishing, and preventing fires. Work involves duties of protecting life and property under the direction and supervision of a Fire Service Specialist or above.

Employees in this class learn and participate in the operation of fire equipment and apparatus and perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, collapsed structures, intense heat, toxic environments, cramped surroundings, or under the possible threat of being infected with communicable diseases during ambulance operations. Specific orders and directions are given by superior officers; however, the work requires individual employees to show initiative and a thorough understanding of fire equipment and apparatus, rescue, and ambulance methods and procedures. Work in this class is reviewed through frequent inspections, examinations, discussions, and submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Responds to all emergency/non-emergency alarms with assigned company; lays and connects hoses; holds nozzles; directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines, and other equipment.

Responds to emergency medical calls by ambulance; checks pulse and respiration of persons to determine whether circulation and respiration are functional; treats range of injuries on persons involved in accidents using first aid and emergency medical technician (EMT) techniques; administers cardiopulmonary resuscitation (CPR); transports sick or injured persons by ambulance to medical facilities.

Ventilates burning buildings by opening windows and walls or by chopping holes in roofs and floors; removes persons from danger; holds life nets; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Attends and actively participates in all drills and training sessions conducted by the department in fire suppression, prevention, rescue, and ambulance service operations.

Performs general maintenance work in the upkeep of fire department property; cleans walls and floors; makes minor repairs to property and equipment; washes and hangs hoses; cleans and secures test apparatus.

Relays instructions, orders, and information; gives location of alarms from dispatcher.

Performs related duties as required.



PROPOSED

FIRE FIGHTER II

4.431

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the physical layout of villages throughout the Territory of Guam.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance operations.

Knowledge of first aid principles, practices, and techniques.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively.

Skill in the use, operation, and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

- A. Two years of experience as a Fire Fighter I and completion of fifteen semester hours of college credits from an accredited institution; or
- B. Two years and four months of experience as a Fire Fighter I.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Operation

Firefighter I

Firefighter II



PROPOSED
FIRE FIGHTER II

4.431

ESTABLISHED:	JANUARY 1974		
AMENDED:	JULY 2016		
PAY GRADE:	JL04 Step 1		
STATUTE:	10 GCA §72105.4		
HAY EVALUATION:	KNOW-HOW:	DI1	152
	PROBLEM SOLVING:	C3 (25%)	38
	ACCOUNTABILITY:	C1S	<u>50</u>
	TOTAL POINTS		240

This standard revises and supersedes the standard established JANUARY 1974 and amended March 1975, November 1982, December 1989, January 1996, July 2000 May 2001 and September 2002.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

FIRE SERVICE SPECIALIST

4.432

NATURE OF WORK IN THIS CLASS

This is complex fire suppression, prevention, rescue, and ambulance operations work in combating, extinguishing, and preventing fires. Work involves duties of protecting life and property under relatively minimal direction and supervision.

Employees in this class learn and participate in the operation of fire equipment and apparatus and perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, collapsed structures, intense heat, toxic environments, cramped surroundings, or under the possible threat of being infected with communicable diseases during ambulance operations. Specific orders and directions are given by the assigned Fire Captain; however, the work requires individual employees to show initiative and a thorough understanding of fire equipment and apparatus and rescue and ambulance methods and procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Operates department vehicles to scenes of fires following predetermined routes or selects alternate routes when necessary.

Operates pumps, foam generators, boom and ground sweep nozzles, and other similar equipment.

Positions vehicles taking into consideration such factors as wind directions, sources of water, hazards from falling structures, etc.; determines proper pressure for the distances to be pumped and the number of lines being used.

Conducts daily inspections of vehicles, including performing minor preventive maintenance.

Assists in the general training and instruction of company personnel in the development of driving and pumping skills.

Attends and actively participates in all drills and training sessions conducted by the department in fire suppression, prevention, rescue, and ambulance service operations.

Participates in fire prevention inspections independently or with an engine company or ambulance unit and makes recommendations for correcting hazards.

Performs pre-fire planning by physically going through structures to become familiar with the layout, nature and location of particular hazards, utility shutoff, and fixed fire prevention systems.

Responds to fire alarms with assigned company; operates pumps, aerial ladders, and auxiliary equipment; lays and connects hoses; holds nozzles; directs fog or water streams; raises and climbs ladders; uses chemical extinguisher, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and walls or by chopping holes in roofs and floors; removes persons from danger; holds life nets; administers first aid to injured persons; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.



PROPOSED

4.432

FIRE SERVICE SPECIALIST

Administers emergency care by performing cardiopulmonary resuscitation (CPR) procedures on persons who go into cardiopulmonary arrest; establishes and maintains a person's airway for proper ventilation; treats persons for shock, burns, and lacerations; controls excessive bleeding on injured persons; applies bandages to protect wounds; splints fractures; provides proper care and movement of persons with fractured bones or dislocated joints.

Relays instructions, orders, and information; gives location of alarms from dispatcher.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization, and operation.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance operations.

Knowledge of first aid principles, practices, and techniques.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow oral and written instructions.

Ability to advise, instruct, and personally perform technical work in ones field of specialization.

Ability to communicate effectively.

Skill in the use, operation, and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

- A. Two years of experience as a Fire Fighter II and completion of thirty semester hours of college credits from an accredited institution; or
- B. Two years and nine months of experience as a Fire Fighter II.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.



PROPOSED

FIRE SERVICE SPECIALIST

4.432

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Operation

Driver/Operator of Fire Apparatus with a Fire Pump

Fire Instructor I

Fire Officer I

ESTABLISHED: JANUARY 1974

**AMENDED: JULY 2016
 SEPTEMBER 2002**

PAY GRADE: LL04 Step 1

STATUTE: 10 GCA §72105.4

HAY EVALUATION:	KNOW-HOW:	E11	175
	PROBLEM SOLVING:	D3 (29%)	50
	ACCOUNTABILITY:	D1S	66
	TOTAL POINTS		291

This standard revises and supersedes the standard established JANUARY 1974 and amended March 1975, November 1982, December 1989, January 1996, July 2000 and May 2001.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

FIRE CAPTAIN

4.434

NATURE OF WORK IN THIS CLASS

This is responsible supervisory work which involves directing and supervising a component, shift, fire station, or group of Fire Fighters; including equipment and apparatus contained within assigned company. Responsibilities also include directing and supervising assigned company's activities and performance. This is highly difficult technical work involving the training of Fire Suppression, Rescue Operations, and Emergency Medical Services personnel in the writing, interpreting, and enforcing of fire control laws within the Territory of Guam.

Employees in this class work with considerable latitude in the exercise of independent judgment in conducting difficult rescue operations, inspections of complex occupancies, and interpret and apply; on a relatively high technical level, fire prevention regulations and procedures. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections, and submission of reports. Work entails responsibility for the protection of life and property during emergencies and the performance of other related work during normal standby operations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Responds with assigned company and directs its activities; as first arriving officer, the position is responsible for the initial size-up, adequacy of response, and the deployment of men and equipment until relieved by a superior officer.

Investigates and generates reports regarding the nature and cause of fires, including reporting on damages incurred, property saved, and other pertinent information.

Investigates fires to determine cause, factors influencing its spread, origin and necessary corrective measures to be taken.

Plans, schedules, and directs assigned company's fire prevention programs such as inspection of public buildings for the purpose of detecting and recommending the immediate removal of possible fire hazards and the enforcement of other fire prevention and safety measures.

Plans, schedules, and directs assigned company's training activities by conducting periodic fire drills and in-service training to personnel and may assist in directing training activities at the Fire Academy and fire stations.

Plans, schedules, and directs assigned company's pre-fire planning by making periodic inspections of the various districts in order to become more familiar with the location of fire hydrants, sprinkler systems, standpipe connections, and the physical layout of buildings, etc.

Supervises, coordinates, and participates in activities of pre-hospital emergency medical care providing intermediate life support services.



PROPOSED

FIRE CAPTAIN

4.434

Informs assigned company of department directives, orders, and policies; and ensures compliance.

Inspects personnel and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances, and special events.

Inspects designated buildings, premises, and processes for conditions affecting the origin and spread of fires or explosions, inclusive of the impeding of egress and the maintenance of fire control systems and appliances.

Receives and processes complaints from the public regarding various fire hazards.

Conducts studies with regard to the efficiency and effectiveness of operating procedures and methods; submits recommendations for improvement through channels to the appropriate superior officer.

Conducts research to originate or revise fire prevention laws, procedures, and equipment. Conducts certificate of fitness examinations with persons applying for explosive handler's permits.

Acts as a consultant to the public with regard to fire safety measures to be implemented for either proposed facilities for construction or the rehabilitation of existing facilities.

Provides technical assistance and advice to all department and bureau subdivisions.

Trains and educates personnel from industrial, commercial, institutional, and government facilities in methods of basic fire suppression, prevention and first aid.

Enforces statutes and other ordinances for the safe transportation of hazardous materials and safe blasting operations.

Processes applications for fire permits, general approvals, and fire code variances. Processes permit applications for private fire hydrant systems.

Coordinates Attorney General hearings and court cases regarding the violation of the Territorial Fire Prevention Code.

Evaluates the need for installation and relocation of fire hydrants and mains.

Maintains liaison with government and private institutions concerning fire protection and life safety matters of mutual responsibility and interest.

Maintains files of all Fire Inspection Reports on industrial, commercial, government, and other occupancies.

Maintains necessary records and reports.



PROPOSED

FIRE CAPTAIN

4.434

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of the principles of heat engineering, hydraulics, chemistry, and industrial production.

Knowledge of the legal aspects of inspection work.

Knowledge of first aid principles, practices, and techniques.

Ability to effectively supervise subordinates.

Ability to organize, assign, and direct work operations.

Ability to perform technical and other highly complex surveys of businesses, large buildings, including handling technical matters in connection with the issuing of permits and licenses.

Ability to perform engineering and research work which may include reviewing of building plans, considering code deviations, approving devices, and testing of devices and materials.

Ability to develop and maintain a reference library; research problems which arise during inspections or the conducting of fire surveys and write and amend various fire codes.

Ability to maintain charts and reports which would provide materials suitable for fire prevention education and aid in analyzing the work of assigned company.

Ability to make sketches of buildings following standard fire protection plan notations.

Skill in the use, operation, and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

- A. Two years of experience as a Fire Service Specialist and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Two years and five months of experience as a Fire Service Specialist and completion of forty-five (45) semester hours of college credits from an accredited institution; or



PROPOSED FIRE CAPTAIN

4.434

- C. Three years and six months of experience as a Fire Service Specialist.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor II

Fire Officer II

ESTABLISHED: JANUARY 1974

AMENDED: JULY 2016

PAY GRADE: ML04 Step 1

STATUTE: 10 GCA §72105.4

HAY EVALUATION:	KNOW-HOW:	EI2	200
	PROBLEM SOLVING:	D3 (33%)	66
	ACCOUNTABILITY:	D1S	87
	TOTAL POINTS		353

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, November 1991, January 1995, January 1996, July 2000, May 2001 and September 2002.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

FIRE BATTALION CHIEF

4.435

NATURE OF WORK IN THIS CLASS

This is highly responsible battalion work which involves directing fire suppression, prevention, rescue, and ambulance operations and activities of a fire battalion.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the activities of the fire battalion in fire suppression, prevention, rescue, and ambulance operations; prescribes work methods and procedures to be followed by Fire fighters; evaluates work conditions and takes proactive measures to improve fire suppression, prevention, rescue and ambulance activities by recommending changes to the Assistant Fire Chief.

Responds to fire alarms and takes command of fire suppression, rescue, and ambulance operations.

Directs the maintenance operations of fire suppression, rescue, and ambulance equipment and apparatus.

Periodically inspects the area served by the battalion to gain familiarity with the location of the fire hydrants, the physical layout of buildings, and to locate actual or potential fire hazards; submits recommendations for improvement of fire prevention efforts.

Administers established policies for the training and safety to subordinates.

Assists in the annual budget preparation and other related matters.

Prepares fire reports regarding alarms, equipment and other matters pertaining to the battalion.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of first aid principles, practices and techniques.

Ability to effectively supervise subordinates.

Ability to administer the programs and activities of the fire battalion.

Ability to work effectively with the public and employees.



PROPOSED

FIRE BATTALION CHIEF

4.435

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Ability to react quickly and calmly in emergencies.

Ability to maintain complex records and prepare reports.

Ability to communicate effectively.

Skill in the use, operation and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years experience as a Fire Captain and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Three (3) years and six (6) months of experience as a Fire Captain.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor II

Fire Officer II



PROPOSED

FIRE BATTALION CHIEF

4.435

ESTABLISHED:	JULY 1980		
AMENDED:	JULY 2016		
PAY GRADE:	OL04 Step 1		
STATUTE:	10 GCA §72105.4)		
HAY EVALUATION:	KNOW-HOW:	E13	364
	PROBLEM SOLVING:	E3 (38%)	100
	ACCOUNTABILITY:	E1P	<u>132</u>
	TOTAL POINTS		496

This standard revises and supersedes the standard established JULY 1980 and amended November 1982, December 1989, January 1996 and May 2001.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

ASSISTANT FIRE CHIEF

4.436

NATURE OF WORK IN THIS CLASS

This is highly responsible command work which involves providing effective administration through planning, coordinating, controlling, directing, and supervising the operations of the platoon system. Employees in this class work with considerable latitude in the exercise of independent judgment in commanding fire operations or related specialized activities. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections and submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Commands, plans, assigns, supervises and directs the activities of subordinates under ones command in fire operations and other related activities.

Responds to emergencies when dispatched and takes command as conditions warrant by supervising and coordinating the activities of subordinates under ones command.

Evaluates organizational efficiency and results; studies training needs; initiates special sessions or drills.

Evaluates alarm assignments and hydrant distributions.

Supervises difficult fire suppression and prevention inspections by implementing fire programs.

Advises and instructs subordinates on methods, techniques, and procedures to be used in fire suppression and prevention efforts; analyzes current procedures and prepares reports and recommendations in order to recommend improving these procedures.

Directs the more difficult fire investigations and other related incidents during ones tour of duty.

Initiates meetings with civic and business organizations and actively promotes good public relations by giving lectures at school assemblies, civic groups, and appears on radio and television in order to promote fire prevention and safety measures.

Remains cognizant of one's jurisdiction regarding the location of hydrants, mains, reservoirs, streets, sprinkler systems, etc.

Prepares and supervises the submission and retention operations of fire reports and records.

Inspects subordinates and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances and special events.

Performs related duties as required.



PROPOSED

ASSISTANT FIRE CHIEF

4.436

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of the principles, practices, techniques and equipment used in contemporary fire suppression or in other related fields of specialization.

Ability to effectively supervise subordinates.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to maintain complex records and prepare reports.

Ability to advise, instruct and personally perform technical work in one's field of specialization.

Ability to communicate effectively.

MINIMUM EXPERIENCE AND TRAINING

- A Two (2) years of experience as a Fire Battalion Chief and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Three (3) years and six (6) months of experience as a Fire Battalion Chief.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.



PROPOSED

4.436

ASSISTANT FIRE CHIEF

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor III

Fire Officer III

ESTABLISHED: **JANUARY 1974**
AMENDED: **JULY 2016**
PAY GRADE: **PL04 STEP 1**
STATUTE: **10 GCA §72105.4)**

HAY EVALUATION:	KNOW-HOW:	F13	304
	PROBLEM SOLVING:	E3 (38%)	115
	ACCOUNTABILITY:	E 1 P	<u>152</u>
	TOTAL POINTS		571

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, January 1996 and May 2001.

CHRISTINE W. BALETO, Director
Department of Administration



PROPOSED

DEPUTY FIRE CHIEF

4.436

NATURE OF WORK IN THIS CLASS

This is professional administrative work which involves assisting the Fire Chief in directing all operations and activities of the Guam Fire Department.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers the operations and activities of the Guam Fire Department, inclusive of fire suppression, prevention, rescue and ambulance service programs.

Performs administrative functions including budget development, review and control, personnel management and other related matters.

Directs the inspections of all government of Guam buildings, commercial buildings, and private dwellings for fire hazards.

Directs the investigations of all fires to determine cause and to take appropriate action.

Promotes good public relations with various government agencies, private and business organizations, and community groups; confers and cooperates with military fire officials with regard to fire problems and activities under mutual aid agreement.

Independently and in conference with subordinates, plans methods and procedures to meet operational needs and service demands; reviews, records and reports to ascertain present conditions and to obtain information upon which to base departmental programs; reports on progress of work programs and operations affecting fire suppression, prevention and ambulance services.

Reviews operating and performance records of division and section chiefs to determine the efficiency and effectiveness of subordinates; orders and reviews the preparation of specialized training programs for Fire Fighters; makes periodic inspections to ensure the maintenance of high level fire suppression efficiency.

Prescribes and enforces departmental rules, regulations, policies and procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance Operations.



PROPOSED

4.436

DEPUTY FIRE CHIEF

Knowledge of emergency medical treatment techniques and ambulance operations.

Ability to effectively supervise subordinates.

Ability to administer comprehensive fire suppression, prevention, and ambulance service programs.

Ability to interpret and apply the laws of the Territory of Guam and other guidelines applicable to fire suppression and prevention.

Ability to analyze and interpret fire suppression data and make recommendations regarding fire prevention.

Ability to evaluate operational effectiveness and recommend or implement changes in fire operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to make decisions in accordance with appropriate laws, rules and regulations.

Ability to react quickly and calmly in emergencies.

Ability to communicate effectively.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years of experience as a Fire Battalion Chief or higher and possession of a Bachelor's degree in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Three (3) years and six (6) months of experience as a Fire Battalion Chief or higher and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- C. Five (5) years of experience as a Fire Battalion Chief or higher.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMR (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Incident Commander



PROPOSED

DEPUTY FIRE CHIEF

4.436

Fire Inspector I

Fire Instructor III

Fire Officer IV or Chief Fire Officer or Executive Fire Officer or equivalent.

ESTABLISHED: JANUARY 1974

AMENDED: JULY 2016
MAY 2001

PAY GRADE: SL04 STEP 1

STATUTE: 10 GCA §72105.4)

HAY EVALUATION:	KNOW-HOW:	F II 3	400
	PROBLEM SOLVING:	E4 (43%)	175
	ACCOUNTABILITY:	E3P	<u>264</u>
	TOTAL POINTS		837

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, January 1996 and May 2001.

CHRISTINE W. BALETO, Director
Department of Administration