



## **SHIFT SUPERVISOR**

**POSITION SUMMARY:** The individual responds to the emergency needs of the district and when not acting in that capacity, performs work that benefits the organization. The primary work activity involves fire suppression and emergency medical treatment. Secondary duties involve activities associated with the maintenance of district equipment, assisting with the delivery of training and public education programs. The rank of this position will vary per individual. The individual will usually begin as an Engineer and after a successful probationary period may be promoted by the Fire Chief. Generally, the individual will not be ranked higher than a Captain.

**SUPERVISION RECEIVED:** This individual operates within the normal chain of command under the direct supervision of either the Operations Chief or the Fire Chief, depending on the present organizational structure.

**SUPERVISION EXERCISED:** This individual shall supervise Student, Resident, Shift and Seasonal Firefighters as well as Volunteer Firefighters and other support personnel who have less experience in the presence or in the absence of a superior officer. The routine supervision of volunteers will be assigned to the Shift Supervisors as required by the Fire Chief (Mostly pertains to HQ volunteers).

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

The individual shall;

Respond on district apparatus, to emergency alarms as part of the response team and may be required to perform a wide variety of activities related to that specific response. Activities may include but are not limited to:

- Fire Suppression activities
- Apparatus Driver/ Operator functions
- Incident Command
- Extrication of Victims
- Emergency Medical Technician activities

Be required to provide supervision and guidance for Student, Seasonal, Resident and Shift personnel, including the direction of normally scheduled duties in and around district facilities.

Be required to assist in the guidance and supervision of volunteer firefighters in the absence of, or under the direction of a superior officer.

Assist in keeping apparatus and equipment in a state of continuous readiness through participation in post incident clean-up activities, restocking and refueling of apparatus, and routine pre and post incident equipment inspections.

Attend training sessions related to the professional aspects of the position of fire fighter and emergency medical technician.

Be expected to gain and maintain an Emergency Medical Technician - Intermediate or Paramedic certification.

Be expected to maintain an adequate skill level in those levels of certification by performance or by annual demonstration.

Be expected to attend Officers meetings once per month.

### **SECONDARY DUTIES & RESPONSIBILITIES**

The individual shall;

Be expected to perform skilled work in functionally assigned areas of responsibility.

Be expected to assist with minor maintenance and repair on apparatus.

Be expected to assist with the repair and/or improvement of facilities and the performance of normal custodial duties on district facilities and apparatus.

Attend schools and classes that promote more advanced skills as they relate to some of these secondary functions.

Perform all other tasks and duties as required by his/ her immediate supervisors.