



## VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

### INTERNAL/EXTERNAL ANNOUNCEMENT

**DECEMBER 31, 2018**

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) ARFF Crew Chief	MS-02	\$39,200.00	ARFF - STX

Applications must be submitted to the Human Resources Division no later than Friday, January 18, 2019.

Job description attached.

  
Diane C. Richardson, SHRM-CP, PHR  
Human Resources Director

DR/cs

# **ARFF CREW CHIEF**

## KIND OF WORK

Supervisory work in charge of a shift of Airport Firefighters

## DISTINGUISHING FEATURES OF CLASS

An employee in this class is responsible for operation of an Airport Fire Station during an assigned rotating duty shift. Work includes taking charge of emergencies occurring during the shift, as well as assigning, supervising, and participating in normal house-keeping duties at the station; and also requires that the employee always be alert for safety hazards so as to take immediate corrective action. Work may involve considerable physical exertion and possible hazard to personnel health and safety, especially when engaged in actual firefighting activities. General and technical supervision is received from the Chief of ARFF, but the employee is expected to use acquired training and experience in operating station during the duty tour.

EXAMPLES OF WORK: (These examples are not intended to include possible assignments to employees in this class.)

Assigns and supervises the work of a firefighting crew during an assigned tour of duty at an Airport Fire Station.

Supervise the collection of landing and parking fees, maintain records and accounts for cash collected.

Participates in training programs for orienting new firefighters and for improving techniques of the crews.

Takes charge of fire occurring on the premises during the duty shifts, operation equipment when necessary and otherwise taking measures which is necessary for the safety of passengers, equipment, premises and property.

Assigns and participates when necessary, housekeeping activities such as cleaning of the station, and cleaning and minor repair of equipment.

Supervises such airport maintenance activities as turning on and off of runway lights, and reporting malfunctions and enforcing ramp clearance and parking regulations and procedures.

Performs a variety of work that is similar, if not identical, to that of Airport Rescue Firefighter when necessary.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the methods, procedures, and techniques of firefighting and fire prevention
- Knowledge of the hazards involved, and of the methods of avoiding or minimizing them
- Knowledge of the principles of First Responder (EMS) and CPR
- Physical strength and agility

DESIRABLE EXPERIENCE AND TRAINING

- Completion of the twelfth grade, and three years of experience as a firefighter
- Military experience preferable