



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-304**
Date: **01/01/05**
Page: **1 of 5**
Revision: **A**

Safety Officer

	Table of Contents	Page
1.0	Purpose	2
2.0	Supervision Received	2
3.0	Supervision Exercised	2
4.0	Essential Duties & Responsibilities	2
5.0	Peripheral Duties	3
6.0	Desired Minimum Qualifications	3
7.0	Safety Officer Promotion	4
8.0	Special Requirements	4
9.0	Tools & Equipment Used	4
10.0	Physical Demands & Work Environment	5

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Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 01/01/2005
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/01/2005
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



1.0 Purpose

- 1.1. Assists the Fire Chief and Assistant Chief in monitoring fire safety during all departmental activities.

2.0 Supervision Received

- 2.1. Works under the general guidance and direction of the Fire Chief and Assistant Fire Chief.

3.0 Supervision Exercised

- 3.1. Supervises firefighters and officers regarding personal safety.

4.0 Essential Duties & Responsibilities

- 4.1. Plans, coordinates, and evaluates Fire operations regarding safety.
- 4.2. Directs training of personnel and administers safety policies and regulations affecting department.
- 4.3. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations.
- 4.4. Plans and implements methods for improving safety of department.
- 4.5. Assumes safety position at multiple-alarm fires.
- 4.6. May assist in coordination of safety regulations with mutual fire departments.
- 4.7. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
- 4.8. Responds to fire calls and supervises firefighting safety activities.
- 4.9. Performs rescue operations.
- 4.10. Administers first aid and CPR.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-304**
Date: **01/01/05**
Page: **3 of 5**
Revision: **A**

- 4.11. Inspects firefighter personal protective equipment regularly to assure compliance to standards.
- 4.12. Inspects department to identify fire hazards and determine compliance with fire codes; recommends fire prevention measures.
- 4.13. Maintains appropriate logs and records.
- 4.14. Provides guidance and training to other fire fighters.

5.0 Peripheral Duties

- 5.1. May administer first aid and artificial respiration.
- 5.2. Fills in for other positions within the department.
- 5.3. Attends conferences and meetings to keep abreast of current trends in the field.
- 5.4. Represents the Fire Department in a variety of local, county, state and other meetings.
- 5.5. Performs other related duties as required.

6.0 Desired Minimum Qualifications

- 6.1. Education and Experience:
 - 6.1.1. High school diploma or GED equivalent;
 - 6.1.2. Four (4) years of fire management experience, two (2) of which must have been equivalent to Lieutenant with the Taylors Bridge Fire Department and
 - 6.1.3. Completion of the Firefighter I and II, and
 - 6.1.4. Any equivalent combination of education and experience.
- 6.2. Necessary Knowledge, Skills and Abilities:
 - 6.2.1. Knowledge of fire-fighting and rescue techniques.
 - 6.2.2. Knowledge of first aid and CPR.
 - 6.2.3. Knowledge of applicable fire codes.
 - 6.2.4. Knowledge of what constitutes a fire hazard and of what can be done to prevent fires.
 - 6.2.5. Knowledge of how to maintain and repair fire-fighting and rescue vehicles and equipment.
 - 6.2.6. Skill in the operation of fire-fighting apparatus.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-304**
Date: **01/01/05**
Page: **4 of 5**
Revision: **A**

- 6.2.7. Skill in emergency vehicle driving.
- 6.2.8. Ability to correctly evaluate situations and make good decisions.
- 6.2.9. Ability to provide direction and training to other employees.
- 6.2.10. Ability to keep accurate written records.

7.0 Safety Officer Promotion

- 7.1. After five (5) years of fire management experience, three (3) years of which must have been continuous service as a Safety Officer, and/or Captain with the Taylors Bridge Fire Department and
- 7.2. After completion of Firefighter I & II, Safety Officers are eligible for promotion to the officer positions listed below.
 - Assistant Chief
 - Deputy Chief
- 7.3. After ten (10) years of fire management experience, seven (7) years of which must have been continuous service as a Safety Officer, and/or Captain with the Taylors Bridge Fire Department and completion of Firefighter I & II, Safety Officers are eligible for promotion to Fire Chief.

8.0 Special Requirements

- 8.1. Must possess, or be able to obtain, a valid North Carolina Driver's License.
- 8.2. Required to complete Incident Command System (ICS) training every three (3) years.
- 8.3. Must obtain Emergency Vehicle Driving (EVD) certification and continue certification every three (3) years.
- 8.4. Must complete Rescue Technician (RT) within three (3) years of elected date.
- 8.5. Ability to meet Departmental physical standards.

9.0 Tools & Equipment Used

- 9.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.



10.0 Physical Demands & Work Environment

- 10.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 10.2. While performing the duties of this job, the Safety Officer is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- 10.3. The Safety Officer is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 10.4. The Safety Officer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 10.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 10.6. While performing the duties of this job, the Safety Officer occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 10.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 10.8. *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*
- 10.9. *The job description does not constitute an agreement between the Fire Department and Safety Officer and is subject to changed by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*