

	<h1>Travis County ESD 12 Policy and Procedure</h1>	<p>General Order Number</p> <h2 style="text-align: center;">J120</h2>
<p>Subject:</p> <h2 style="text-align: center;">Fire Engineer Job Description</h2>	<p>Effective Date: 01/12/2016</p>	<p>Rescinds: All Previous Versions</p>
		<p>Pages: 5</p>
<p>Application:</p> <h2 style="text-align: center;">Operations</h2>	<p>Authorized By:</p> <p style="text-align: center;">Ryan S Smith, Fire Chief</p>	

In an effort to provide and improve shift dynamics the Fire Engineer, aka Driver/Pump Operator (DPO), position will provide several significant benefits for the Department. Primarily, it will provide functional supervision for the Department’s dedicated Firefighter/EMT’s. It will also provide for career development for future DPO’s within the Department as well as potentially motivate increased interest from some of the Department’s current DPO’s to pursue the fire service career path as the department moves toward specialization in medical, fire, and rescue service delivery.

A DPO is a special rank within the Travis County Emergency Services District No.12 (ESD12) which utilizes the knowledge, skills and ability to perform the tasks identified within the job description. The DPO performs technical work in fire fighting, apparatus operations, rescue, emergency medical services and fire training activities. The DPO also performs work on an assigned basis under the direction of the Lieutenant. It is important to realize that the DPO could either be performing these duties under the direction of the Lieutenant or when directed could be the supervisor responsible for carrying out those duties.

ESSENTIAL FUNCTION STATEMENTS- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Participate in training classes, skills practice, and drills to enhance job-related skills and abilities;
- Attend external lectures, seminars, courses, etc. and read external documents (e.g. professional trade publications) to stay current in emergency service operations;
- Read internal e-mails, memos, guidelines, policies, and procedures to keep apprised of new developments in departmental operations and procedures;
- Participate in physical fitness activities to maintain physical conditioning;
- Knowledge of traffic laws and street conditions in order to operate apparatus safely and expeditiously;
- Study, learn, and maintain knowledge of streets, block numbers, landmarks, and other natural/man-made barriers in order to know the most direct and expeditious routes to an incident;

- Drive apparatus safely to and from emergency calls for assistance, drills, and routine assignments;
- Select the most direct and expeditious route to alarm site;
- Plan route and positioning of apparatus based on anticipated actions of other companies when driving to multiple alarm calls;
- Maneuver and position apparatus at the scene;
- Communicate with individuals/crew while en route to and at the emergency scene to ensure appropriate coordination of apparatus and personnel;
- Safeguard self and others at all times;
- Respond quickly to unforeseen circumstances as they arise;
- Ensure the scene is free of any remaining hazards, equipment, or trash associated with the emergency response;
- Operate within the Incident Management System and departmental operating procedures;
- Use appropriate tools, correctly engage the pump, connect apparatus to water source and operate pump to supply water in appropriate and consistent pressure and volume to hose lines, aerial devices, specialty nozzles, standpipe or sprinkler systems, master stream devices, or other apparatus;
- Monitor apparatus and pump panel for malfunctions and inconsistencies;
- Minimize distress and suffering, including giving direct medical assistance; perform triage and stabilize patients by following established emergency medical treatment protocols;
- Review, complete, file, distribute, forward, and record information in logs, forms, reports, and systems;
- Perform at the operations-level, or technician-level when trained and certified, at technical rescue operations;
- Perform at the operations-level at hazardous materials operations;
- Engage in activities which have a positive impact on the Department's image within the community including: public education, assistance, and other related initiatives;
- Participate as a Fire Department representative at community events, as assigned;
- Tour commercial and non-commercial buildings and sites to gather pre-incident planning information;
- Utilize Department software to create electronic pre-incident plans of schools, apartments, churches, commercial buildings, etc.;
- Test hydrants for operational use, provide seasonal maintenance, and properly document results;
- Inspect, clean, and maintain personal gear and equipment to ensure proper and safe operation;
- Perform general cleaning, maintenance, and upkeep of Department property;
- Clean and perform maintenance checks and servicing on all apparatus and equipment, making minor repairs, and referring repair needs to the appropriate personnel;
- Assist with returning equipment and apparatus to service;
- Assist in training other personnel on assigned equipment operation, usage, care, and maintenance;

- Perform other duties as assigned.

Knowledge of:

- ESD 12 Member Handbook and Policies and Procedures;
- Operational characteristics, services and activities of the medical response, and fire suppression program;
- Modern and complex principles and practices of fire suppression, inspections and fire prevention;
- Principles, practices and techniques of fire suppression and prevention activities;
- Principles, practices and skills of emergency medical care;
- Basic fire hydraulics and math;
- Basic principles of mechanics;
- Basic principles of Incident Command System;
- Local geography including streets and location of hydrants and major fire hazards;
- Have knowledge of County and City resources, such as equipment, staffing, water supply, communications, and Mutual Aid/Auto Aid agreements;
- Principles of supervision, training and performance evaluation;
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Coordinate the work with lower level staff;
- Interpret, explain, and apply the Member Handbook and Department policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government agencies, officials, community groups, and the general public;
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Perform a variety of physical and mechanical operations;
- Maintain a positive attitude and work environment while working at ESD12.

Listed below are the minimum license, certification and credentialing requirements for applicants to be eligible to apply for the DPO position. All eligible candidates selected shall serve a minimum of six (6) months probationary period from the date of promotion or hire.

License and Certificate

- Possession of an appropriate, or eligible to obtain, a valid Texas Class B driver's license.
- Have not been convicted of any Class A or B felonies and/or Class A and B misdemeanors in the previous 7 years

Minimum Certification Requirements:

- Structure Firefighter Basic: TCFP
- Driver / Operator Pumper: TCFP
- EMT-B or higher: Texas Department of State Health Services (DSHS) and cleared by the Austin Travis County Office of Medical Director (A/TC OMD)
- Wildland Basic: TCFP
- NIMS 100, 200, 700, 800a or 800b: FEMA
- 12 Hours College Credit

Listed below are the certifications for the DPO position which are required to be completed during the probationary period from date of hire or promotion.

- NIMS 300: FEMA
- Fire Instructor I: TCFP (1 yr.)

Additionally, listed below are certification requirements and conditions (not all inclusive) needed to be considered for the DPO II position.

- 2 Years of Service as a DPO (preferred)
- Structure Firefighter Intermediate: TCFP
- Incident Safety Officer: TCFP (preferred)
- Fire Officer I: TCFP
- NIMS 400 (preferred)
- 15 Hours College Credit
- Review of prior years Job Performance Reviews (JPR's)

Candidates promoted or hired from the applicable eligibility list(s) that do not complete their rank specific certification; credentialing and licensing requisites during the time frame provided may be relieved from their position within the department.

WORKING CONDITIONS

Environmental Conditions

Emergency firefighting environment including but not limited to; exposure to medical environments, fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, climbing ladders, standing or sitting for prolonged periods of time; repeated bending.

Travis County ESD No.12 Executive Management reserves the right to adjust position responsibilities and requirements as needed to address needs within the department and community.