

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
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Coordinator/Captain Bob Kelley, C Shift

Captain Duncan Brown, C Shift

Captain Chris McCoy, B Shift

Captain Gus Hendricks, B Shift

Captain Doug Walsh, A Shift

Division: Operations

Department: Fire

For Individual Questionnaires Only:

Employee Name: Kelley Bob L
(Last) (First) (Middle Initial)

Current Classification Title: Fire Unit Supervisor

Division Operations **Department** Fire

Total Length of Time with organization 29 Years 3 months

Total Length of Time in Current Position 15 Years 6 months

Assigned Hours/Week:: from 56 to 0800 - 0800 daily **Assigned Days/Week** Varies - 24 hour shifts, 56 hours per week

Email: bobk@gjcity.org

Work Phone: 244-1400

Immediate Supervisor:

Immediate supervisor reports to:

Name: Rob Ferguson

Name: Jim Bright

Title: Battalion Chief

Title: Deputy Chief

Work Phone 244-1418

Work Phone: 244-1466

E-mail:

robfgjcity.org

E-mail: jimbfgjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

Fire Captain (Fire Unit Supervisor)

Fire Captain's supervise an assigned Fire Station and oversee all station operations with regard to personnel, apparatus and equipment as well as incident response. Respond to, and manage emergency incidents such as fire suppression, emergency medical, hazardous materials, confined space rescue, technical rescue, water rescue, trench rescue, fire investigations and response to a variety of other incident types. Typical duties include but are not limited to, conducting performance appraisals, fire inspections, training, public education and interaction, attend meetings, work on departmental projects, station budgeting and staying physically fit.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	3 - 7
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	3 - 7
<input checked="" type="checkbox"/>	I make work assignments for others.	3 - 7
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	3 - 7
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	3 - 7
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	1 - 3

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Fire Captain

YOUR DIRECT REPORTS' JOB TITLES

Fire Engineer
Firefighter/ Paramedic
Firefighter
Emergency Medical Technician

Please indicate the nature of the group supervised and the number supervised

- ☒ Full Time 3 - 7 ☐ Part-Time ☐ Seasonal/Temp ☐ Volunteer ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Police Department	D	Emergency incidents, public education, press releases, criminal cases, training, joint bomb team
911 Dispatch	D	Dispatch of all fire stations on all responses
911 Dispatch	O	Communication Center meetings, user group meetings, QA follow-up, participation in telecommunicator assessment centers, criminal records checks such as wants, warrants, license plates, criminal and background histories
Human Resources	O	Contact regarding personnel performance appraisals, disciplinary actions, employee recognition, promotional opportunities, new hire interview boards, new hire ride-a-long evaluations, benefit coordination, 911 Telecommunicator assessment centers,
Public Works/ Shops/Stores	D	Sand on emergency incidents, sand delivery to stations, fuel for apparatus, apparatus preventative maintenance and mechanical repair, supplies orders for station maintenance and cleaning

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Public	D	Emergency calls for service, non-emergency public assists, public education, fire inspections, station tours, citizens academies, ride-a-longs, special events
Vendors	W	Service contracts, scheduling station and equipment repairs, ordering medical supplies, ordering uniforms
Sheriff's Department and Colorado State Patrol	D	Emergency responses, training, public education, public information officer functions, criminal cases
Area Fire Departments	W	Mutual aid given or received, training
Businesses/Schools	D	Shopping for station supplies, fire inspections, developing preplans, tours, safety walk throughs
Media	D	Public information regarding incident responses, interviews, public relations, public service announcements

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Supervises all fire station operations to ensure safe and effective practices at all times	Responsible for all decisions relating to station, personnel, equipment and apparatus. Includes personnel and equipment allocation and assignments	Daily	20

2	Prepares and reviews emergency response reports, budget reports, training reports, mentorship appraisals, equipment forms, standard operating guidelines, personnel documentation	Responsible for ensuring all reports are completed according to department guidelines and on-time, recommend change or other actions	Daily	10
3	Individual, crew and departmental skill training, new hire job performance requirements	Responsible for planning, developing and conducting necessary training, ensuring personnel have adequate training to perform effectively. Determine time allocation, method of training and personnel to attend	Daily	10
4	Perform station, equipment and apparatus checks, inventories, cleaning and maintenance	When to perform checks, ensuring that checks are performed and that maintenance is conducted when needed, overseeing personnel participation	Daily	10
5	Perform physical fitness training to maintain the necessary strength and endurance required to perform our job duties	Schedule time and ensure crew has the time to work out, ensure that they maintain their physical conditioning	Daily	5
6	Command emergency operations on fire incidents, emergency medical incidents, wildland, hazardous materials, vehicle accidents, rescues and other types of emergency incidents	Determine response mode, route to scene, scene and crew safety considerations, life safety actions, develop strategy and tactics based on incident observations, stabilization priorities, resource allocation, personnel rehab issues, property conservation, release of information to public, investigation, reports, notifications	Daily	10
7	Perform fire inspections, preplans, safety walk-throughs, public education, station tours	Conduct hazard assessment, identify life safety issues, convey safety information to public and crew, provide follow-up	Weekly	10

8	Attend staff, quarterly officer and various committee meetings, conduct department and public presentations and attend special functions or events	Schedule time to attend, ensure proper attire for personnel, arrive on-time, be prepared, decide availability status during function, monitor radio, timely departure	Weekly	5
9	Shift transfer and intercrew communication	Communicate necessary information to oncoming crew supervisor regarding status of equipment, tasks, facilities and personnel as it affects the performance of their job	Daily	5
10	Clean, inspect and maintain personal protective equipment	Ensure all personal protective equipment is checked, inspected and operational at the start of each shift. Take measures to correct any deficiencies	Daily	5
11	Personnel performance evaluations	Evaluate personnel on an annual, semi-annual and monthly basis utilizing the City provided personnel performance review template. Provide appropriate performance reviews based on time-in-service, assist employee in developing work plans and goals and discuss appraisal with employee	Monthly	5
12	Employee counseling	Listen, discuss, provide information, advise, or avenues of direction for employee concerns and problems.	Monthly	5
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1,11	Knowledge of the departments Standard Operating Guidelines, the Personnel Policy Manual, a knowledge of supervisory and leadership skills, communication and time management skills, coaching, motivation and mentoring skills as well as strong interpersonal skills
2,	Knowledge of the various High Plains software modules including Incident Reporting, Human Resources, Report Manager and Life Safety
2,3	Knowledge of basic computer operations using standard City software installed programs. Should have a good working knowledge of Microsoft Word and Power Point with some familiarity with Excel and Access. Ability to develop training and instructional outlines and effectively deliver quality presentations and training
2,11	Knowledge of department training manual, performance appraisals, forms, reports, policies and procedures
6,7	Knowledge of response policies and procedures, response area, traffic patterns, water supplies, target hazards and ability to read a map, locate hydrants and look up various types of response information
5,6	Ability to arrive at an incident, quickly size-up the situation and make decisions regarding strategy and tactics employed to safely and effectively mitigate the situation. Ensure personnel are in the proper physical conditioning to meet the demands of the incident
6,7	Knowledge of fire behavior, incident assessment, hazard analysis and resource management
3,6	Ability to maintain a calm attitude and demeanor and be able to think clearly and rationally under stress by using acquired knowledge and experience along with strong interpersonal and communication skills
7,	Knowledge of international and local fire codes, ordinances, department history and how to conduct research and obtain information if needed
7,8	Ability to communicate with, and meet the needs of the public, media and safety programs in schools. Ability to make presentations to groups and have the necessary speaking and communication skills
3,6	Ability to "think on your feet" and make decisions and changes at a moments notice depending on situations. An example might be to change an incident response because certain units are closer than the units originally dispatched or to recognize a dangerous situation and pull personnel out to address crew safety considerations
7,9	Knowledge of current issues as they relate to department policies, procedures, standards or goals. Ability to communicate well and be an advocate for your crew, department or City
1,	Ability to utilize time management skills to effectively schedule and manage your station, crew and activities
12,1	Knowledge of management principles and ability to recognize and assess personal and crew issues or concerns

1,4,10,12

Knowledge of all subordinate job descriptions, duties, functions, requirements, issues and concerns so that a Captain can effectively manage their crew

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): See number 3 below

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Firefighter	10 years	For eligibility to test	5 years
Engineer	7 years		years
Captain	15 years		years

a. What field (s) should training or degree be in?

Fire Administration, Fire Science, Emergency Management, General Management, Business, Public Administration

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Fire Officer I, Hazardous Materials-Operations, Grand Junction Fire Department-Captain Mentoring program completion, Incident Command 100, 200, 700 and 800 certifications, Emergency Medical Technician-Basic, Valid Colorado Driver's License

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1 ,2 ,7, 11	Office equipment such as computers, printers, telephones, fax machines, copiers, etc.	4 - 5 hours/day
3, 6, 7	Communications equipment such as radios, pagers, cell phones, etc.	3 - 5 hours/day
1, 4, 6, 7	Apparatus - fire engines, ladder trucks, ambulances, rescue, etc.	4 -12 hours/day
3, 4, 6, 10	Equipment - cardiac monitors, extrication, hand tools, SCBA's, hoselines, sand, etc.	4 - 6 hours/day
2, 3, 7, 11	Standard operating guidelines, policy manual, other reference	1 - 2 hours/day
3, 5	Physical fitness equipment	2 - 3 hours/day
4, 10	Maintenance - tools, brooms, squeegees, cleaners, rags,	2 - 4 hours/day

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. Emergency Response/Incident Commander: Respond to, and determine appropriate firefighting strategies and tactics, determine resource management with regard to apparatus, equipment and personnel placement to safely and effectively mitigate incident. For example, is a fire defensive or do we need to make an aggressive interior attack? Do we risk the lives of our personnel to attempt a rescue, is the victim salvable or is the situation too extreme to risk our own lives? Need to conduct a risk vs. benefit analysis for each incident we respond to, as there are many different choices and courses of action to produce the best outcome, in the safest manner, every time!

2. Time Management: Captains are responsible for the daily, weekly and monthly scheduling of activities for their station and crew. This includes equipment and apparatus checks, station and grounds maintenance, physical fitness training, fire inspections, emergency response training , station tours, public education , third riders, attending meetings, and report documentation. In order to accomplish this in an efficient manner, schedules need to be developed, time allocated and resources obtained utilizing good communication. Make it all come together effectively.

3. Personnel Management and Issues: Fire personnel work twenty-four hour shifts which translates into a fifty-six hour work week. Working in a "home" type environment for twenty-four hours at a time is much different than almost any other profession and requires a different style of personnel management, motivation, interaction and discipline. We typically work with between three and ten other people in a station at one time depending upon the station. This atmosphere can create personnel issues with "sibling" squabbles, rivalries and alliances. This creates unique challenges to Fire Captains and their crews. Multiply this by three separate shifts that share the same "home" on a rotating basis and it becomes apparent that Captains must work independently, yet collaborate with the other Captains at their station to effectively manage personnel issues.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	3--Extremely Important	3,4,5,
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	4--Weekly	2--Very Important	3,4,5,7
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	2--Very Important	3,4,5,10
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	3--Extremely Important	3,4,5,10
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	2--Very Important	3,4,5,10
Crawling: Moving about on hands and knees or hands and feet.	4--Weekly	3--Extremely Important	3,4
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	3,4,5,10
Standing: Particularly for sustained periods of time.	5--Daily	1--Somewhat Important	4,7,8
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	1,3,4,5,7
Pushing: Using upper extremities to press	5--Daily	2--Very Important	3,4,5,10

against something with steady force in order to thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	3--Extremely Important	3,4,5,10
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very Important	2,3,4,10
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	3,4,5,10
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5--Daily	3--Extremely Important	3,4,5,10
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	3,4,5,10
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	4--Weekly	3--Extremely Important	1,3,6,8,9
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	2--Very Important	1,3,6,8,9
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	1,2,3,4,6,7,10
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	4--Weekly	1--Somewhat Important	2,4,5,10
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	1--Somewhat Important	1,2,8,9,11,12
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force	5--Daily	1--Somewhat Important	4,7,10

constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	5--Daily	2--Very Important	3,4,5,10
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	5--Daily	3--Extremely Important	3,5
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	5--Daily	3--Extremely Important	3,5

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

With regard to II.2., the number of personnel at a given station as well as the number of people supervised varies depending on the station. The three to seven personnel range given in the questionnaire is the typical minimum and maximum. The slower stations are staffed at four people while the headquarters station is generally staffed at eight people. All other stations are typically staffed at six people. Therefore, Captains have the ability to supervise a variable number of people depending on their current station assignment.

There are a couple of special job assignments and projects that some of the Captains are beginning to become involved with on an occasional basis. These are not included or discussed in the questionnaire above but due to the time and work commitment involved, it's worth noting here as these programs are starting to have an expanded role in the Captains position.

One of these programs is the Firefighter new hire ride-a-long station evaluations. This evaluation program is an additional component that was recently added to our overall Firefighter hiring process. It requires the prospective candidate to work with, and ride along with an Engine Company and Ambulance for a twenty-four hour assessment period. Captains that supervise this program commit a considerable amount of time interacting with the candidate, assessing their performance, creating detailed reports and working on a daily basis with a Personnel Analyst from Human Resources. This program occurs approximately once a year and

generally lasts about 6 weeks.

Secondly, Captains are being asked by Human Resources to participate in the 911 Communication Center oral interviews for hiring new Telecommunicators. The Captain represents the Fire Department in this process and assists in the interviews and selection of new Telecommunicators. There are several Captains involved in this program and they typically rotate throughout the year and sit in on various interview boards. Again, this is a relatively new on-going role for Captains and contributes to their current work loads.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed:  Date: 12-18-08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments

Ken:
Here is the completed Captain JAQ. All comments I made, which are on this page, have been addressed. Jim

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
II.1.	Correct typos.
II.2.c.1.	Recommend adding language regarding personnel evaluations and disciplinary actions as reasons for contact with Human Resources.
II.3.	Recommend inclusion of monthly evaluations (#11) under Personnel Performance Evaluations.
III.2.	Minimum time required for the Captain position is 5 years as a Firefighter. No minimum time is required as an Engineer or Captain before promoting to entry level Captain.
III.5.1,2,3	Correct typos
IV.1.	Reference Duties by number from section II.3.
V.	Correct typos
II.2a	CAPTAINS MAKE HIRING RECOMMENDATIONS TO A POINT AS PART OF THE RECRUITMENT PROCESS. CAPTAINS MAKE PAY RECOMMENDATIONS FOR PERSONNEL WORKING TOWARDS PROFICIENCY. (RW)

III.1 RECOMMENDS SPECIALIZED TRAINING AND COLLEGE UP TO ASSOCIATES DEGREE IS NEEDED FOR POSITION. (RW)

III.3 I-100, I-200, I-700, I-800 TRAINING REQUIRED (RW)

* Discussed above with Bob Kelley. Changes made to JAQ.



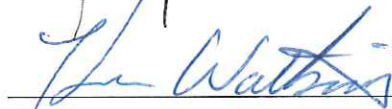
Please check the appropriate statement:

☐ I agree with the incumbents' position questionnaire as written.

☒ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:		Date:	<u>12-23-08</u>
Supervisor Signature:		Date:	<u>1/2/09</u>
Department Head Signature:		Date:	<u>01/02/09</u>

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

