

Hancock County Port and Harbor Commission Stennis International Airport Job Description

Job Title: Aircraft Rescue Fire Fighting (ARFF) Deputy Fire Chief
Job Location: Stennis International Airport & Airpark, Kiln MS
Job Type: Part-time
Department: Emergency Services - Airport
Reports To: **ARFF Chief**
Prepared By: **ARFF Chief**
Prepared Date: 04/15/2020
Approved By: Chief Executive Officer
Approved Date: 05/19/2020

Summary

Oversees Aircraft Rescue and Fire Fighting operations at the Stennis International Airport & Airpark (KHSA) for and owned by the Hancock County Port and Harbor Commission. The ARFF Deputy Chief assists the ARFF Chief in developing and implementing appropriate policies and procedures for all firefighter operations and handles administrative duties including budget and policy recommendations and training, record keeping and supervision of firefighters. The position is responsible for airport compliance and enforcement with FAR Part 139, United States Department of Defense – Air Mobility Command, NAS 3306, Airport Emergency Plan and other application laws, contractual agreements, rules and regulations.

Essential Job Functions

Under the direction of the ARFF Chief - plans, directs, controls and coordinates work programs involved in managing assigned functions, programs and operations associated with the ARFF department. In collaboration with the ARFF Chief, establishes and monitors controls to evaluate performance in meeting program and authority objectives; takes appropriate actions to correct performance and to adjust programs to meet requirements.

Reports to and confers with the ARFF Chief concerning public safety issues and proposes recommendations. Meets with members of the Airport Fire Department to address any safety or operational concerns as it relates to the safe and time delivery of emergency services at the Stennis International Airport & Airpark (KHSA).

Responds to aircraft and other incidents as required. Assists in coordination of all response activities. In collaboration with the ARFF Chief, conducts post-incident review when necessary.

Assists in the development and/or maintains written Standard Operating Procedures (SOP's), emergency response plans and procedures, training and inspection program(s), mutual-aid agreements are in place, updated and complied with, and reviewed annually by all parties.

Understands and ensures compliance with all TSA CFR 1542 regulations pertaining to Airport Security, NAS 3306, and FAA Part 139 requirements regulating ARFF, Hazardous Materials, Emergency Plan, Mutual Aid and other related areas. Coordinates, plans and schedules training with appropriate parties to ensure compliance.

Supervises Fire Fighters: assigns and reviews work, and takes actions to adjust work, staffing and operations to meet regulatory and mutual aid requirements. Coordinates and ensures the training taking appropriate action when necessary. Recommends actions to ARFF Chief regarding firefighter contracts, contract changes, and individual performance evaluations.

Establishes and maintains effective means of coordinating plans and schedules with other units of the authority and with external organizations; takes appropriate actions to maintain effective coordination in the event of delays and other problems; ensures that unit activities do not conflict with organization goals. Develops plans to meet unexpected situations, new developments and changes in programs; prepares for

emergencies; understands the factors and conditions affecting programs and recommends appropriate responses when these changes.

Communicates understanding and support of organization goals and programs through actions and spoken and written words; interacts effectively with individuals and groups at all levels; maintains ties with external organizations; keeps all interested and involved parties informed of matters requiring their attention.

Performs ARFF Chief Duties in their absence. Performs related work as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

a) Minimum Requirements

Must be a minimum of 25 years of age; candidates must have a valid driver's license and be capable of operating a vehicle safely; must pass a pre-employment drug screen and undergo a pre-employment physical. Five to seven years of fire/crash rescue experience that included at least three years of ARFF supervisory experience. Experience in compliance with FAR Part 139 and NAS 3306 is essential.

b) Education and/or Experience

Degree in Fire, EMS, or Business -related field.

Possess the following IFSAC, PROBOARD/DOD certifications: Fire Officer III, Airport

Firefighter, Fire Inspector II, Fire Instructor II

Emergency Medical First Responder certificate; Emergency Medical Technician (EMT) license preferred.

c) Knowledge and Skills Required

Must have ability to manage in a complex environment and have basic knowledge of operations and in-depth knowledge of construction and project management; must have excellent skills in managing employees, projects and operations.

d) Language and Communication Skills

Must have the ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents; must have the ability to respond to complex inquiries or complaints from customers, regulatory agencies, or members of the business community; must have the ability to write speeches and technical articles for publication that conform to prescribed style and format; must have the ability to effectively present information to top management, public groups, and/or Commissioners.

e) Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

f) Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

g) Interpersonal Skills

Must have the ability to be pleasant with others on the job and to display a good-natured, cooperative attitude; ability to maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in difficult situations; ability to accept criticism and deal calmly and effectively with others; openness to change and diversity; thoroughness and accuracy in completing work tasks; must be reliable and responsible; must be careful in completing work details and dependable in fulfilling obligations to the Commission, employees, co-workers and customers; must be honest and ethical in dealings with others; must be able to supervise and motivate employees;

h) Equipment, Tools and Machinery

Must be able to operate computers, and MS Office application software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) Physical Environment

While performing the duties of this job, the employee is regularly required to be on his or her feet for long periods of the day and to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; and vibration.

b) Safety Environment

Must be willing to perform job functions with safety implications, including climbing on and off heavy equipment, moving heavy equipment amid other ground traffic, and exposure to loud noise and hazardous materials; must be willing to use all mandated safety equipment

Background Investigation

The Hancock County Port and Harbor Commission reserves the right to conduct a thorough background investigation, on a post-offer basis, into a newly hired or transferred employee's past employment, state criminal history, military history, driving history, credit history, social security number verification and any other job-related activities. The arrest or conviction of a felony or other certain criminal activity may render the applicant/employee ineligible for employment. The applicant must not have any alcohol or drug-related driving conviction or suspension, or revocation of driving license due to drugs or alcohol within the past three years.

Transportation

Must provide own transportation to work.

Note: This job description is for informational purposes only and may not fully identify or describe all of the essential job functions or requirements for this position.

How to Apply:

Send resume and three work-related references via email to Tonya Ladner tladner@hcphc.ms by 5:00PM Central Daylight Time (CDT) on June 9, 2020. Or mail to:

HCPHC
Attention: ARFF Deputy Fire Chief
14054 Fred and al Key Road
Kiln, MS 39556

Work Hours & Benefits

Part-Time; up to 20 hours per week.

Maximum Salary: \$32,400; commensurate to experience