



Pro-Tec Fire Services, Ltd.

3433 West College Avenue

Appleton, WI 54914

Phone: (920) 494-8851

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Toll Free: (800) 242-6352

www.protecfire.com

Airport Deputy Fire Chief

Applications are currently being accepted by Pro-Tec Fire Services at Des Moines International Airport Fire Department in Des Moines, IA for a current full-time Airport Deputy Fire Chief opening. Current pay is \$57,763 per year and benefits package is offered.

Pro-Tec Fire Services, Ltd. is the leader in Contracted Aircraft Rescue and Firefighting (ARFF) since 1974.

Job Summary: Under general direction of the Fire Chief, the position of Duty Chief is responsible for a variety of functions including, but not limited to, driving and operating all assigned vehicles, performing fire suppression functions, responding to aircraft emergencies, fire scenes, hazardous materials and medical emergencies on the Airport grounds and its facilities.

Essential Functions:

- Act as the Senior Fire Officer in the absence of the Fire Chief and assumes Incident Command of aircraft, structural fire, and hazardous materials emergencies on the airport, according to the Airport Emergency Plan and with the terms of the contract.
- Assist in the enforcement of all regulations and standard operating procedures as required by 14 CFR Part 139, including those governing daily operation of the department, fire prevention inspections, instruction, and response to and operation aircraft emergencies, fire scenes, hazardous material emergencies and medical emergencies, while on duty, in the absence of the Fire Chief.
- Respond to and take command and control of aircraft emergencies, fire emergencies, fire scenes, hazardous material emergencies and medical emergencies, while on duty, in the absence of the Fire Chief.
- Supervise ARFF personnel in the inspection and maintenance of equipment and prepare specification for departmental equipment.
- Assist the Fire Chief in hiring new employees, promotions of existing employees and discipline action or termination of an employee according to company policy.
- Responsible for shift personnel; training, daily staffing, maintaining airport contract minimum manning requirement and assignment of duties to personnel daily.
- Write evaluations and meet one-on-one with personnel assigned to your shift and provide feedback through the performance evaluation process.
- Follow the requirements of the ARFF Operating Plan dated 05-16-14.
- Responsible for coaching, developing the staff to include providing verbal and written discipline when needed.
- Assist in the development and enforcement with staff of departmental regulations and standard operating procedures.
- Assist local officials and fire departments in the mutual aid plans. Prepare daily stations log and other reports that are required.
- Satisfy a firefighter requirement during the work schedule when needed.
- Participate in training exercises and maintain proficiency in the techniques and methods of firefighting.
- Maintain quarters and surrounding areas in a clean, sanitary, and orderly condition.
- Operate pumps, booms, nozzles, or similar equipment.
- Conduct fire prevention inspections of airport facilities.
- Instruct airport tenant's personnel on subjects pertaining to fire prevention.
- Participate in training exercises and maintain proficiency in the techniques and methods of firefighting.
- Maintain quarters and surrounding areas in a clean, sanitary, and orderly condition.
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Skills and Knowledge:

- Ability to express self effectively to individuals and groups using good oral, written, and listening skills.
- Ability to speak English and carry out oral and written directions.
- Competent knowledge and experience in fire suppression, tactics, and strategy techniques, particularly as applied to the saving of lives and protecting property.
- Competent knowledge of the equipment, materials and vehicles required for aircraft fire suppression and lifesaving operations.
- Ability to conduct periodic inspections, as instructed, of the airfield and air operations to include but not limited to FOD checks, airfield operations as stated in the Contractor agreement with the Airport.
- Ability to exercise sound judgment in determining the appropriate action to be taken relating to job responsibilities. Ability to change outlook, viewpoint, etc. when circumstances dictate.
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all co-workers/employees and Airport Administration.

Other Duties and Responsibilities:

- Performs other duties and responsibilities as assigned by the Fire Chief, as the scope of the client services requires or broadens.

Education, Qualifications, and Experience Necessary:

- Have at least two (2) years' experience as an officer
- Five (5) years of firefighting experience
- Certification as a Firefighter I or higher by IFSAC or Pro-Board
- Certification as a Haz-Mat Operation or higher by the State of Iowa
- Iowa EMS certification within one year of promotion to Deputy Fire Chief
- NIMS management Certification
- Know and understand fire suppression, prevention, and combat (tactical) techniques as it applies to aircraft.
- Know the equipment, materials and vehicles required for Airport Rescue and Firefighting.
- Be able to make decisions under emergency conditions.
- Be able to direct other personnel while performing the same duties.
- Be able to prepare detailed reports regarding the handling of routine and emergency duties.
- Assist the Executive Director or his/her designee in emergency planning and exercise coordination of FAA required annual and tri-annual exercises.
- Provide information services for local agencies to include but not be limited to Emergency plans.
- Have knowledge of Incident Command Systems.
- Must be able to pass a 10-year FBI Criminal History Record Check, and TSA Security Threat Assessment, and maintain a Security badge.

License/Certification:

- Hazardous Materials Operations Certification (Preferred)
- Certification as a FF I or higher by IFSAC or Pro-Board (Required)
- NIMS management certification (Preferred)
- Current driver's license (Required)

Ability to commute/relocate:

- Des Moines, IA: Reliably commute or planning to relocate before starting work (Required)





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Benefits:

- 401(k) with company matching.
- Dental, health, vision, and life insurance
- Flex spending account
- Paid time off

Schedule: 48/96

Candidate must comply with Des Moines International Airport Fire Department Regulations and Procedures.

All candidates must pass a physical exam, drug test and extensive background check. A valid driver's license in good standing is required at all times.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the typical elements and criteria necessary to successfully perform the job. The company reserves the right to add, amend or revise the job description at any time.

Pro-Tec Fire Services, Ltd. is an Equal Opportunity and Affirmative Action Employer

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