

	<h1>COMMERCE FIRE DEPARTMENT</h1> <p>Standard Operating Guidelines</p>
	Subject: Public Safety Officer
	Reference Number: 8.03
	Effective Date: 8/7/2014 Last Date Revised: 9/1/2015
Approved By: Chief Kevin Dean	

Purpose: To establish a guideline for City of Commerce employees that are active members of the Commerce Fire Department that allows them to respond to fires while on the job.

Scope: Any employee of the City of Commerce that is a volunteer with the Commerce FD.

General:

To receive ISO credit as a public safety officer employed to perform law enforcement or other municipal duties as well as firefighter duties on the basis of the average number of firefighters responding to structure fires on the initial alarm to all reported structure fires. Each person shall:

1. Have a portable radio with county fire frequencies available.
2. Be issued a pager capable of receiving notice of structure alarms.
3. Have vehicle equipped with emergency lights and siren.
4. Be issued turnout gear that meets the general criteria of *NFPA 1001, Standard for Fire Fighter Professional Qualifications*.

Listed below are the job descriptions and duties of those employees that shall be considered Public Safety Officers. This list was obtained from Human Resources of the City of Commerce.

JOB TITLE: Zoning/Code Enforcement Administrator

DEPARTMENT: Planning and Zoning

JOB SUMMARY: This position is responsible for directing the city's planning and code enforcement functions.

MAJOR DUTIES:

- o Administers the city's Comprehensive Plan
- o Acts as the city's Senior Review Official on all zoning, subdivision, variance and conditional use applications.
- o Answers questions and provides information concerning zoning issues
- o Enforces soil and erosion regulations
- o Serves as the secretary of the Planning Commission
- o Prepares reports for the City Manager and the City Council
- o Performs other related duties as assigned.

If the employee in this position serves as a volunteer fireman, the employee shall respond to a reported structure fire wherever possible.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of relevant city construction and housing codes, nuisance ordinances, construction and trade codes, subdivision regulations and zoning ordinances.
- o Knowledge of the principles and practices of commercial and residential construction.
- o Knowledge of construction industry standards..
- o Knowledge of relevant state and federal laws and regulations
- o Knowledge of records maintenance procedures
- o Knowledge of the geography of the city, including subdivision, road and street names.

- o Skill in operating standard office equipment such as a computer, calculator, facsimile machine and copier.
- o Skill in detecting structural faults
- o Skill in reading blueprints and other technical diagrams such as plats, site plans, soil erosion and sedimentation control plans, maps and building plans
- o Skill in interpreting and applying zoning regulations.
- o Skill in report preparation and records maintenance.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

The City Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include city codes and ordinances, relevant state and federal laws and regulations, state minimum standard building codes, and city and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of varied duties in the direction of the city's planning activities. The variety of construction and zoning regulations and issues contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct the enforcement of building codes and city ordinances. Successful performance in this positions helps ensure compliance with codes, ordinances and standards to establish levels of safety and quality in construction and zoning matters.

PERSONAL CONTACTS: Contacts are typically with local elected officials, co-workers, representatives from various state and county agencies, representatives from utility companies, employees from other city departments, utility customers, contractors, property owners and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services and justify or defend matters,

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, bending crouching or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office. Or outdoors where the employee will be exposed to occasional cold or inclement weather.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with high school education.

- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

- o Ability to be bonded.

JOB TITLE: Water and Sewer Maintenance Worker II

DEPARTMENT: Public Works, Water & Sewer Division

JOB SUMMARY: This position is responsible for performing semi-skilled and skilled duties in support of the City's water distribution and sewer system.

MAJOR DUTIES:

- Lead and participate in the tapping of pipelines and installation or repair of valves, hydrants, meters, and pipes of all sizes, which may or may not be under pressure.
- Measure, cut, thread and fit pipes.
- Locate leaks and make repairs by installing clamps or saddles.
- Responds to water/sewer service and emergency calls.
- Supervises, leads, and participates in excavation and backfilling work, in digging operations, and insures that proper safety procedures are followed.
- Operates a variety of equipment and hand tools such as a backhoe, boring equipment, trencher, sewer machine, jack hammer, tapping machine, mower, tamping machine, shovel, pickax, truck, and other related tools and equipment in the performance of duties.
- Leads and participates in operating the roving sewer camera to locate leaks and obstructions in sewer lines.
- Cleans and clears clogged sewer service lines and mains.
- Assists with locating water mains, sewer lines, and other utilities.
- Assists in maintaining sewer pump stations
- Maps water valves, manholes, and fire hydrants.
- Completes meter change out and new service forms; performs new water/sewer service connections for residential and commercial customers.
- Performs routine maintenance of equipment, including washing, checking fluid levels, and lubricating; performs minor equipment repairs.

- Assists with inventory control as well as supplies and materials ordering activities.
- Maintains buildings and equipment used by the department.
- Performs other related duties as assigned.

The duties listed above are representative only and are not intended to cover the full range or scope of duties.

If the employee in this position serves as a volunteer fireman, the employee shall respond to a reported structure fire wherever possible.

KNOWLEDGE/ABILITY REQUIRED BY THE POSITION:

- Knowledge of the standard materials, tools, equipment, methods and terminology used in the operation of a municipal water distribution and wastewater system;
- Knowledge of safety procedures pertaining to water and sewer distribution systems maintenance.
- Knowledge of meters, valves, taps, sewer pump stations, and elevated water tank operations.
- Ability to perform skilled construction and repair work ordinarily required in the operation of a water distribution and wastewater system.
- Ability to understand and carry out oral and written directions.
- Ability to provide work direction and training to subordinate staff..

SUPERVISORY CONTROLS: The Public Works Director assigns work in terms of somewhat general instructions. The supervisor reviews work in progress and upon completion for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related unskilled and semi-skilled duties. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform semi-skilled and skilled duties in support of department operations. Successful performance in this position helps ensure the city's water and sewer systems are operable and properly maintained.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, and provide service.

PHYSICAL DEMANDS: The work is consists of continuous outdoor activity, frequent standing, sitting ,walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic waste/material hazards. Must be able to work in confined spaces. Walk and work on slippery and uneven surfaces. Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms. Hearing sufficient to understand conversations, both in person and on the telephone. Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks. Occasionally will be required to lift man hole covers weighing in excess of 50 pounds several times a day.

WORK ENVIRONMENT: The work is typically performed outdoors, where the employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional inclement weather. The work requires the use of safety devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Maintenance Worker 1.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED or equivalent work experience.
- Two (2) years of recent work experience in water and sewer maintenance; or one (1) year of experience at a level equivalent to a Water/Sewer Maintenance Worker 1 with the City of Commerce.
- Possession of or ability to readily obtain a Commercial Driver's License (CDL) Class B issued by the State Of Georgia for the type of vehicle or equipment operated. If applicant does not currently have a CDL, the applicant must be able to pass all sections of the written test and have the temporary licenses in their possession in the first ninety (90) days of employment.

- Ability to read, write and perform basic mathematical calculations.