

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Fire Alarm Manager

CLASS CODE: 2216

GENERAL DESCRIPTION OF DUTIES:

Incumbents, under general direction; performs work of considerable difficulty managing the administrative, personnel, fiscal, maintenance and operational functions of the City's Fire Alarm and Signal Communications systems.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level managerial classification in the Fire Services Series – Fire Equipment Dispatch Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for planning, organizing and managing the City's Fire Alarm and Signal Communications systems including daily operations and administration, equipment maintenance and replacement, training programs and others.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Maintains off-site VHF Transceiver base stations that comprise the primary radio dispatching system and secondary backup cable system;

Plans, coordinates and directs the work of supervisory, dispatch and technical personnel responsible for the receipt and dispatch of emergency alarm signals and the repair and

maintenance of in-house cable and other communications systems and apparatus, such as mobile radio units, hand-held portables and paging systems;

Develops standards for turn-around time between the receipt of an emergency alarm and its dispatch to fire engine houses;

Establishes preventive maintenance program for communications equipment;

Monitors status of existing equipment, researches data on new trends, and recommends replacement or procurement of additional equipment;

Drafts technical specifications for equipment purchases;

Assists in establishing goals and long-range planning for the operation of the City's alarm and signal communications functions in relation to budgetary concerns, environmental issues, enhancement of communications capabilities, and other trends impacting on the efficient transmission of emergency signals and dispatch of fire equipment and personnel;

Responds on all second alarm or higher incidents and coordinates on-site relief efforts with other City agencies and Mutual Aid organizations responding to natural disasters, hazardous spills, etc.;

Conducts training courses in communications at the Fire Academy; Serves on various committees responsible for drafting emergency response plans for hazardous materials incidents and natural disasters;

Researches data, assembles statistics and prepares reports as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer-aided dispatch console, telephone, paging system, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as activity logs, time sheets, maps, street guides, standard operating procedures, technical operating manuals and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, division and multiplication.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in emergency situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions. Although incumbents are subject to stress by being involved by telephone with emergency situations.

Physical Requirements:

Requires the ability to speak clearly.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks to evaluate callers during emergency situations and decipher colored maps.

The City of St. Louis is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.