



**AGREEMENT BETWEEN
THE BOROUGH OF
DORMONT
AND
IAFF LOCAL #3584**

January 1, 2020 – December
31, 2023

Contents

I.	TERM OF AGREEMENT	4
II.	COMPENSATION	4
A.	WAGES	4
B.	LONGEVITY	5
C.	21 st SHIFT AND OVERTIME PAY	6
D.	SHIFT DIFFERENTIAL	6
E.	COMPENSATORY TIME	6
F.	MISCELLANEOUS COMPENSATION	6
1.	Education Pay	6
2.	Fire Calls	7
3.	Uniform Allowance	7
4.	Reimbursable Expenses	8
5.	Fire Training	8
III.	BENEFITS	9
A.	VACATIONS	9
B.	HOLIDAYS	9
C.	SICK LEAVE	10
1.	Hired Prior to January 1, 2003	10
2.	Hired After January 1, 2003	10
3.	Extended Absence	10
4.	Accumulated Sick Leave	10
5.	Sick Leave Usage	10
6.	Successive Requirements	11
7.	Extended Disability	11
D.	BEREAVEMENT LEAVE	11
E.	ON-DUTY DISABILITY	11
F.	INSURANCE	11
1.	OFF-DUTY LONG TERM DISABILITY	11
2.	HEALTH INSURANCE	12
3.	LIFE INSURANCE	13
G.	PERSONAL DAYS	13
H.	JURY LEAVE	13

IV.	WORKING CONDITIONS	13
A.	SENIORITY	13
B.	ASSIGNMENT OF DUTIES.....	13
1.	SHIFT DESIGNATIONS.....	13
C.	SCHEDULING	14
D.	ASSIGNMENT OF OVERTIME	15
1.	Shifts.....	15
2.	Vacation Periods	15
3.	Extended Leave	16
4.	Emergency Situations.....	16
5.	Answering Machine/Voicemail	16
6.	Refusal/Denial.....	16
E.	WORK WEEK.....	16
F.	SHIFT REQUIREMENTS	16
G.	PART-TIME DESK OFFICERS/FIRE APPARATUS OPERATORS	17
1.	HIRE/RATES/STAFFING.....	17
2.	SCHEDULING	17
3.	VACATION PERIODS	17
4.	ILLNESS.....	17
5.	OVERTIME	17
6.	ASSIGNMENT.....	18
V.	PENSION.....	18
A.	ESTABLISHMENT OF NON-POLICE PENSION FUND.....	18
B.	CALCULATION.....	18
C.	POST-RETIREMENT HEALTH INSURANCE	18
D.	PRE-TAX PENSION CONTRIBUTIONS	18
E.	DEFERRED RETIREMENT OPTION PLAN (DROP).....	19
VI.	MISCELLANEOUS.....	19
A.	RESIDENCY REQUIREMENT	19
B.	NO STRIKE CLAUSE	19
C.	GRIEVANCE PROCEDURE.....	19
1.	EARNEST EFFORT.....	19
2.	CIVIL SERVICE	19

3.	GRIEVANCE BOARD	20
4.	NEGOTIATED	20
5.	UNSATISFACTORY DECISION	20
6.	GRIEVANCE STEPS	20
7.	DECISION	21
8.	TIME LIMITS	21
9.	FEES AND EXPENSES.....	21
D.	SUBCONTRACTING	21
E.	JOB DESCRIPTION	21
F.	DRUG AND ALCOHOL POLICY.....	21
G.	PAST PRACTICE-AS IS CLAUSE	21
H.	SPECIAL DUTY ASSIGNMENT	21
I.	USE OF VOLUNTEERS	21
J.	REOPENER	22
VII.	SIGNATURES.....	22
VIII.	ADDENDUMS	23
A.	ADDENDUM #1 - JOB DESCRIPTION.....	23

AGREEMENT BETWEEN THE BOROUGH OF DORMONT AND IAFF LOCAL #3584

I. TERM OF AGREEMENT

The term of this Agreement shall be four (4) years, from January 1, 2020 through December 31, 2023.

II. COMPENSATION

A. WAGES

Wages for Officers shall be as follows:

From January 1, 2020 Through December 31, 2020

Hired Before January 1, 2003

Step 5	100%	\$67,489.53 annually	\$32.45 hourly
--------	------	----------------------	----------------

Hired After January 1, 2003

Step 5	100%	\$62,084.66	\$29.85 hourly
Step 4	90%	\$55,876.20	\$26.86 hourly
Step 3	80%	\$49,667.73	\$23.88 hourly
Step 2	75%	\$46,563.50	\$22.39 hourly
Step 1	70%	\$43,459.26	\$20.89 hourly

From January 1, 2021 Through December 31, 2021

Hired Before January 1, 2003

Step 5	100%	\$68,333.15 annually	\$32.85 hourly
--------	------	----------------------	----------------

Hired After January 1, 2003

Step 5	100%	\$64,102.41 annually	\$30.82 hourly
--------	------	----------------------	----------------

Step 4	90%	\$57,692.17 annually	\$27.74 hourly
Step 3	80%	\$51,281.93 annually	\$24.65 hourly
Step 2	75%	\$48,076.81 annually	\$23.11 hourly
Step 1	70%	\$44,871.69 annually	\$21.57 hourly

From January 1, 2022 Through December 31, 2022

Hired Before January 1, 2003

Step 5	100%	\$69,187.32 annually	\$33.26 hourly
--------	------	----------------------	----------------

Hired After January 1, 2003

Step 5	100%	\$66,185.74 annually	\$31.82 hourly
Step 4	90%	\$59,567.17 annually	\$28.64 hourly
Step 3	80%	\$52,948.59 annually	\$25.46 hourly
Step 2	75%	\$49,639.31 annually	\$23.87 hourly
Step 1	70%	\$46,330.02 annually	\$22.27 hourly

From January 1, 2023 Through December 31, 2023

Hired Before January 1, 2003

Step 5	100%	\$69,187.32 annually	\$33.26 hourly
--------	------	----------------------	----------------

Hired After January 1, 2003

Step 5	100%	\$68,502.24 annually	\$32.93 hourly
Step 4	90%	\$61,652.02 annually	\$29.64 hourly
Step 3	80%	\$54,801.79 annually	\$26.35 hourly
Step 2	75%	\$51,376.68 annually	\$24.70 hourly
Step 1	70%	\$47,951.57 annually	\$23.05 hourly

All salaries are keyed off of a Desk Officer/Fire Apparatus Operator who has completed four (4) years of service with the Borough. New hires are paid at 70% of that rate. Bargaining unit members who have completed one (1) year of service with the Borough are paid 75% of that rate. Bargaining unit members who have completed two (2) years of service with the Borough are paid at 80% of that rate. Bargaining unit members who have completed three (3) years of service with the Borough are paid at 90% of that rate. Bargaining unit members who have completed four (4) years of service with the Borough are paid at 100% of that rate.

B. LONGEVITY

In addition to wages, full-time Desk Officer/Apparatus Operators shall receive, based upon past service, the following yearly longevity pay, to be paid annually on an employee's anniversary date: During an employee's first four (4) years of employment, he/she shall receive no longevity

benefit. During the fifth year of a full-time Desk Officer/Apparatus Operator's employment, he/she shall receive Two Hundred (\$200) Dollars as a longevity payment on the anniversary date of the officer's employment. Thereafter, the longevity payment shall increase Seventy-Five (\$75) Dollars per year of service to a maximum of One Thousand Seven Hundred (\$1,700) Dollars.

C. 21st SHIFT AND OVERTIME PAY

Full-time Desk Officers/Fire Apparatus Operators, including new hires, may be required to work one additional 8-hour shift in a 28-day period, which will be used to cover the 21st shift each week. The 21st shift will be scheduled in advance for Shifts 1 through 4 and will be fixed in a rotation with each full-time Desk Officer/Fire Apparatus Operator covering one extra 21st shift every four (4) weeks at the regular hourly rate. The 21st shift for Shift 5 will be the first Saturday of each month from 6:30 A.M. to 2:30 P.M. The 21st shift for Shift 6 will be the second Saturday of each month from 6:30 A.M. to 2:30 P.M. If a scheduled Desk Officer/Fire Apparatus Operator is off on the 21st shift for any reason, the shift may be filled with a part-timer or Desk Officer/Fire Apparatus Operator under the procedure which exists in the current contract. Overtime shall be paid based on the Fair Labor Standards Act exemption for Firefighters (the 7K Schedule) and will be paid for all hours over 53 in a 7-day period. For the purposes of overtime, hours worked shall specifically include any vacation or compensatory time utilized, but shall not include sick time.

D. SHIFT DIFFERENTIAL

Full-time Desk Officer/Fire Apparatus Operators shall receive a shift differential of \$0.25/hr. for the 2:30 P.M. to 10:30 P.M. shift and \$0.50/hr for the 10:30 P.M. to 6:30 A.M. shift.

E. COMPENSATORY TIME

Full-time Desk Officers/Fire Apparatus Operators may elect to take compensatory time off in lieu of payment for overtime, providing that an employee may not accumulate any additional compensatory time after a compensatory time sheet reaches or exceeds eighty (80) hours of compensatory time off annually. Compensatory time off is to be computed at a rate of time-and-one-half, i.e., for each overtime hour worked, an officer receives one and one-half (1 ½) hours off. Any overtime accumulated beyond the eighty (80) hours shall be paid to the employee at the overtime rate. The employee is required to provide at least five (5) days' notice to the Fire Chief (or his duly appointed designate) prior to scheduling any compensatory time. Court time and training time must be compensated and may not be elected for compensatory time. Employees may not carryover more than forty (40) hours of compensatory time from one year to the next.

F. MISCELLANEOUS COMPENSATION

1. Education Pay

Upon the attainment of any of the following degrees in an educational field of endeavor, compensation shall be paid to full-time Desk Officers/Fire Apparatus Operators at the following rates:

Completion of:	Annual Lump Sum Payment
Associate degree	\$200
Bachelor's Degree	\$300

Master's Degree

\$400

This payment shall be based on the scheduled amount of the highest level of education attained and shall not be construed to be cumulative.

2. Fire Calls

Full-time Desk Officer/Fire Apparatus Operators called out to a fire scene, when they are in off-duty status, shall be guaranteed two hours' pay at the rate of time and one-half their regular hourly straight time base rate of pay. Hours worked on such a call in excess of two hours shall be compensated at the rate of time and one-half their regular hourly straight time base rate of pay.

Employees who are called out for a fire call remain for the entire hour for which they are being compensated until relieved of duty by management.

3. Uniform Allowance

When a new full-time Desk Officer/Fire Apparatus Operator is hired, the Borough will provide initial Turnout Gear and three (3) sets of Desk Uniforms (shirts/trousers) and one (1) pair of boots/shoes, one (1) work belt, one (1) light jacket, one (1) winter jacket, and three (3) work t-shirts (used while doing labor at Fire Garage). The employee will return all uniform and equipment items should the employee leave the employment of the Borough within three (3) years.

The Annual Uniform Allowance shall be as follows:

2nd Year of Employment - \$625

3rd Year of Employment - \$725

4th Year of Employment - \$875

Uniform allowance will be granted and made available on the 1st day of the calendar year and will be pro-rated during times that an employee is off on Workers' Compensation, sick time, or any other contractually-agreed absence in excess of sixty (60) days per calendar year. In addition, the Borough will replace the Turnout Gear "as needed" through application to the Borough Manager, per NFPA standard 1851. Replacement of the Turnout Gear is excluded from the Uniform Allowance.

All invoices for uniform purchases must be in the Borough Office on or before December 15 to be credited against the calendar year in which the purchase was made. Invoices received after December 15 shall be charged against the succeeding year's uniform allotment.

Each employee's unexpended uniform allotment for a given year shall revert to the Borough if not expended within that year with the exception that upon approval of the Fire Chief, an employee may carry over up to One Hundred Fifty (\$150) Dollars of the allotment to the following year, provided that the total of the carryover amount for the succeeding year's allocation does not exceed the maximum 4th year rate for the year in question.

4. Reimbursable Expenses

Compensation associated with training, conferences, and other work-related expenses shall be reimbursed by the Borough provided that it is:

- a. Pre-approved by the Borough Manager and a recommendation of the Fire Chief;
- b. Documented by receipts;
- c. A necessary and allowable expense for meals, board, or mileage; and
- d. Presented on a department expense voucher.

Mileage will be paid at the official IRS rate per mile for use of a private vehicle. All mileage shall be calculated from the Borough Building.

5. Fire Training

- a. Each full-time Desk Officer/Fire Apparatus Operator shall attend a minimum of twelve (12) drills per year for inside training. Inside training shall include any training with the Mt. Lebanon Fire Department. Any additional inside training beyond the twelve (12) per year minimum will require approval by the Borough Manager. Upon request, quarterly meetings will occur between the Fire Chief, Desk Officers/Fire Apparatus Operators, and Borough Manager to discuss, in good faith, upcoming outside training. Any outside training, including any training with the Mt. Lebanon Fire Department, must be approved as appropriate and beneficial to the Department and the Community by the Fire Chief and Borough Manager.

The employer may adjust the Desk Officer's/Apparatus Operator's scheduled work week so that attendance at the training session falls within his/her normal forty (40) hour work week. The employer may substitute a part-time desk officer to work part of the Operator's scheduled forty (40) hour week so the Operator can attend this meeting during a non-scheduled part of the work week.

The Operator shall give the employer two (2) week's notice of his/her intention to attend a fire training drill so that the employer will have the opportunity to adjust the schedule to avoid overtime payments to the Operators for fire training.

- b. Desk Officer/Fire Apparatus officers are required to maintain current certifications, annually, in Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), and Hazardous Material Operations (HAZMAT Ops). The Borough will provide training and certification opportunities annually. Employees must maintain their current level of certification. Any employee who is not currently certified in EMR and/or HAZMAT Ops will be required to gain certification by April 2020.

III. BENEFITS

A. VACATIONS

Full-time Desk Officer/Fire Apparatus Operators, hired on or before January 1, 2003, shall adhere to the following vacation schedule, based upon years of service:

1 through 4 years completed	10 working days
5 through 12 years completed	15 working days
13 through 25 years completed	20 working days
Over 25 years	27 working days

Full-time Desk Officer/Fire Apparatus Operators, hired after January 1, 2003, shall adhere to the following vacation schedule, based upon years of service:

1 through 4 years completed	10 working days
5 through 9 years completed	15 working days
10 through 19 years completed	20 working days
At the beginning of each year of service after 20 years of service completed, through 25 years of service completed	1 additional working day up to 25 working days

Procedures for the selection of vacations are set forth in Section IV – Working Conditions.

Employees may “sell back” to the Borough at full-rate (i.e. current base pay) five (5) days of vacation time each year. Payment is to be received with the first full pay in December. Only one (1) week of vacation may be carried over to future years.

B. HOLIDAYS

There will be eleven (11) paid holidays per year, these holidays being:

New Year’s Day	Veteran’s Day
Good Friday	Thanksgiving Day
Easter	Day Following Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

It is agreed that because departmental operations do not allow these holidays to be taken off when they occur, each full-time Desk Officer/Fire Apparatus Operator will receive, in addition to the regular pay for each day as it is worked, a lump-sum payment computed at the straight hourly rate for all eleven (11) holidays. This lump-sum payment will be included as part of the final pay for the month of October in each Calendar Year. On Christmas Eve and Thanksgiving Day holidays, a full-time Desk Officer/Fire Apparatus Operator will be paid time and one-half in addition to the holiday benefit itself when the bargaining unit employee actually works on the holiday.

C. SICK LEAVE

1. Hired Prior to January 1, 2003

Full-time Desk Officer/Fire Apparatus Operators hired prior to January 1, 2003 shall be entitled to fifteen (15) days of sick leave per year. The annual grant of sick leave shall be made on the first day of each Calendar year.

Sick leave days which are not utilized shall be accumulated without limitation. At retirement, the Borough will buy back from full-time Desk Officer/Fire Apparatus Operators unused sick leave at a rate of Fifty (\$50) Dollars per day up to a maximum of one hundred fifty (150) days. Employees may "sell back" to the Borough up to five (5) days of sick leave for the current year's allotment of sick days at a full rate (i.e. current base pay) to be received with the first pay in December.

2. Hired After January 1, 2003

Full-time Desk Officers/Fire Apparatus Operators hired after January 1, 2003 shall be granted one (1) sick day every five (5) weeks of employment during the first year of employment until the end of the Calendar Year. Thereafter, on the first day of the new Calendar Year, new officers shall receive ten (10) sick days. Sick leave days which are not utilized shall be accumulated without limitation. They shall be able to sell back up to five (5) unused sick days per year as defined in Paragraph 1 above. At retirement, the Borough will buy back unused sick leave from new full-time employees at a rate of Fifty (\$50) Dollars per day up to a maximum of one hundred twenty (120) days.

3. Extended Absence

Any employee who is absent more than three (3) consecutive days because of illness may be required to submit to the Fire Chief a physician's certificate verifying that such absence was due to illness and that said employee is physically fit to return to duty. In addition, the Borough reserves the right to have any employee who has been off work three (3) or more consecutive days due to an alleged illness examined by a physician of the Borough's own choice. In the event that the Borough exercises its option to have such an employee so examined, said employee shall not be permitted to return to duty until the Borough's physician certifies that he/she is physically fit for duty. Any employee failing to submit the aforesaid physician's certificate within seven (7) days after returning to duty or who refuses to be examined by the Borough's physician shall not be paid for the days he/she was absent. An employee qualifying for the aforesaid sick leave benefits shall be paid an amount equal to the regular salary he/she would have been paid had he/she worked, for each day the employee was absent due to illness.

4. Accumulated Sick Leave

Each employee shall be advised in writing by February 28th of each year as to his/her total accumulated sick leave.

5. Sick Leave Usage

Sick leave may be utilized in increments of four (4) hours when the employee is incapacitated by sickness or non-work-related injury, or for medical, dental, optical, or

chiropractic visits. Sick leave may also be used to attend to either personal or family illnesses, injuries, medical, dental, optical, or chiropractic visits. Family is limited to spouse, children, mother, father, mother-in-law, and father-in-law.

6. Successive Requirements

After the first three (3) illnesses within a calendar year in which an employee has used one (1) or more sick days, any successive requirements for use of a sick day shall require that the employee notify the Police Desk of the nature of the problem necessitating the use of the sick day. In addition, a telephone number will be left with the Police Desk so that a contact point is had for the employee. Should the employee be required to leave his/her home or hospital, he/she shall notify the Police Desk of that fact.

7. Extended Disability

An employee on extended disability as of the first of the Calendar Year shall not receive the annual grant of sick days until he/she is certified by a physician of the Borough's choice for return to full duty.

D. BEREAVEMENT LEAVE

In the event of the death of a full-time Desk Officer/Fire Apparatus Operator's father, mother, son, daughter, sister, brother, wife, father-in-law, or mother-in-law, said employee shall be entitled to an emergency leave of five (5) working days at regular pay.

E. ON-DUTY DISABILITY

Any employee who is injured in the performance of his/her duties on behalf of the Borough and by reason thereof is temporarily incapacitated from performing his Borough duties, shall be paid by the Borough his/her full rate of salary to the extent required by law. During the time salary for temporary incapacity shall be paid by the Borough, any workers' compensation received or collected by any such employee for such period shall be turned over to the Borough, and if such payment shall not be made by the employee, the amount so due the Borough shall be deducted from any salary then or thereafter becoming due and owing.

F. INSURANCE

1. OFF-DUTY LONG TERM DISABILITY

- a. The Borough shall provide an insurance policy for the full-time Desk Officers/Fire Apparatus Operators providing off-duty long-term disability benefits whereby an employee who is injured off the job or suffers an extended illness shall receive, after a ninety (90) day waiting period, a benefit equivalent to two-thirds (2/3) of his/her base pay. The Borough shall assume 100% of the cost of that benefit. It is agreed that any policy provided shall contain the provision that any benefit amount due is payable until the death of the employee or age 65, whichever occurs first.
- b. It is understood and agreed that a full-time Desk Officer/Fire Apparatus Operator cannot receive both the sick leave pay from the Borough and the benefit provided by the Borough under the aforesaid disability policy for the same periods of time. During any such overlapping periods, the Borough

shall deduct from the employee’s pay an amount equal to the benefit which he is entitled to receive under the aforesaid insurance policy.

- c. It is agreed that an employee cannot use any of his/her accumulated sick time if he/she is injured during the course of secondary, non-work-related employment.

2. HEALTH INSURANCE

- a. The Borough shall provide Major Medical health insurance, equivalent to, but not limited to, the Plan offered by the Borough at the time of contract renewal, for eligible employees upon review and agreement of both parties. The Borough will provide a cash payment of 50% of the current premium, up to \$250 per month, to employees who choose their spouse’s insurance coverage. In order to qualify for such payment, each employee shall sign a form designating the coverage, which form shall be provided to the employee in December of each year and which shall be applicable to the following year. The employee may return to the plan only during the enrollment period which is in December of each calendar year.
- b. In addition, the employer shall pay premiums for each eligible employee for:
 - i. Dental Care. In addition to the health insurance benefits noted above, the Employer will add to the Plan high option Dental Plan Coverage for the employees and dependent members of their family.
 - ii. Vision Care. In addition to the health insurance benefits noted above, the Employer will add to the Plan Vision insurance.
- c. Employees hired prior to January 1, 2020 shall pay a percentage of the premium for health, dental and vision insurance, with a cap on monthly contributions, at the following rates:

Year	Percentage	Monthly Cap
2020	3%	\$80.00
2021	3%	\$86.00
2022	3%	\$92.00
2023	3%	\$98.00

Employees hired on or after January 1, 2020 shall pay a percentage of the premium, with a cap on monthly contributions, at the following rates, determined by years of service with the Borough:

Years of Service	Percentage	Monthly Cap
Less than One	10%	\$230.00
More than One, Less than Two	11.5%	\$284.00
More than Two, Less than Three	13.5%	\$359.00
More than Three	15%	\$428.00

- d. The Borough shall pay the remaining cost of the premium. Employees shall be responsible for all of their own co-pays.

3. LIFE INSURANCE

The Borough agrees to provide the following coverage and to pay all premiums necessary to cover full-time Desk Officer/Fire Apparatus Operators as follows: Life Insurance \$50,000 with accidental death and dismemberment of \$100,000.

G. PERSONAL DAYS

Each full-time Desk Officer/Fire Apparatus Operator is to be granted two (2) personal days during the Calendar Year to be selected at his/her option. Procedures for the scheduling of personal days are set forth in Section IV – Working Conditions. Personal Days may not be carried over from one Calendar Year to the next.

H. JURY LEAVE

In the event that a full-time employee loses all or part of his/her time on account of jury service, the Employer shall pay such employee an amount sufficient to guarantee no loss in wages on account of such absence from work. Such leave will not count towards an employee’s eligibility for time and one-half times pay.

IV. WORKING CONDITIONS

A. SENIORITY

The parties agree to accept the principal of seniority in respect to the picking of predetermined schedules and vacation. After six (6) months of continuous service with the borough, full-time Desk Officers/Fire Apparatus Operators shall be presumed to have seniority within their respective job classification (Desk Officer/Fire Apparatus Operators). Seniority will equal the full-time Desk Officer/Fire Apparatus Operator’s total continuous service with the Borough from the date of his/her full-time employment in his/her classification. The person with the longest length of service shall have the most seniority and shall be given the first selection when seniority rights are applied. The seniority rights shall then be extended to the next most senior person and so on until the seniority rights are exhausted. Seniority credit cannot be transferred between job classifications as it applies to the picking of schedules and vacations. In addition, call-out rights will continue to be based on the total length of service. All other aspects of seniority (e.g. longevity, accrued vacation time, and accrued sick leave time) shall be by the total length of service regardless of job classification with the Borough.

B. ASSIGNMENT OF DUTIES

1. SHIFT DESIGNATIONS

Shift 1 – Desk/Firehouse duties

Shift 2 – Desk/Firehouse duties

Shift 3 – Desk/Firehouse duties

Shift 4 – Desk/Firehouse duties

Shift 5 – Zoning/Code Enforcement and Fire Inspection duties

Shift 6 – Zoning/Code Enforcement and Fire Inspection duties

C. SCHEDULING

It is agreed that all scheduling will be unique to the job classification – Desk Officer/Fire Apparatus Operators. A work schedule will be established by the Fire Chief in which the available shifts and corresponding pass days for that shift will be clearly indicated. Each scheduling period for Shifts 1 through 4 will commence and end on the following rotation:

First Monday in January until the Sunday before the first Monday in April

First Monday in April until the Sunday before the first Monday in July

First Monday in July until the Sunday before the first Monday in October

First Monday in October until the Sunday before the first Monday in January.

Each scheduling period for Shifts 5 and 6 will commence and end on the following rotation:

First Monday in January until the Sunday before the first Monday in July

First Monday in July until the Sunday before the first Monday in January.

The Fire Chief will post the available schedule one (1) month before the end of each preceding period. Each full-time Desk Officer/Fire Apparatus Operator shall be personally contacted and directed to pick an available shift. All contacts, requests, and picks will be done via seniority within the job classification – Desk Officer/Fire Apparatus Operator. However, the Fire Chief has the right to assign personnel to Shift 5 and Shift 6 during normal shift scheduling periods for Shifts 5 and 6. Those assignments shall last for a minimum six (6) months. If an employee fails to pick a shift schedule within three (3) working days from the direction of the Fire Chief, that employee will forfeit all seniority rights for schedule selection within the job classification for that scheduling period.

The posted shift schedules will adhere to the following guidelines:

1. All shifts will have two (2) consecutive days off within the work week.
2. The Fire Chief will at all times attempt to schedule sixteen (16) hours off between shifts. The only exception to this guideline will be when staffing requirements exceed the available personnel or when the employee is working an overtime shift.
3. Switching shifts will be permitted between employees within the job classification. Requests for the switching of shifts will be in writing to the Fire Chief at least 72 hours in advance of the shift. Switching of entire rotations is prohibited. The employee who is originally scheduled to work that shift is responsible for ensuring it is staffed.
4. On an annual basis, full-time Desk Officer/Fire Apparatus Operators will have the option to rotate pass days within the scheduled shift by majority vote. Should this option be selected by the full-time Desk Officers/Fire Apparatus Operators, the rotation of the pass days will remain constant for the entire year and the scheduled selection will only involve the hours of the shift.

D. ASSIGNMENT OF OVERTIME

This section does not apply to the scheduling of the 21st shift. See Article II, Paragraph C.

1. Shifts

For the purposes of determining this assignment of overtime, three (3) daily work shifts are established with respective work hours of each shift, with an additional three (3) work shifts for additional duties:

Shift 1: 6:30 A.M. to 2:30 P.M.

Shift 2: 2:30 P.M. to 10:30 P.M.

Shift 3: 10:30 P.M. to 6:30 A.M.

Shift 4: Relief

Shift 5: 8:00 A.M. to 4:00 P.M.

Shift 6: 8:00 A.M. to 4:00 P.M.

The following only pertains to Shifts 1-3: If a shift other than those enumerated above now exists or is established in the future, assignment will be made to one of the three (3) enumerated shifts based on the time allocation of the majority hours of the odd shift within three (3) daily work shifts. For example, a shift established from 7:30 P.M. to 3:30 A.M. will be identified as part of Shift C, since five (5) of the hours worked on that shift fall within the 10:30 P.M. to 6:30 A.M. time block for Shift C. If an odd shift was to be created so that the hours worked were split evenly between two (2) established shifts, assignment of a shift will be at the direction of the Fire Chief.

The following only pertains to Shifts 5-6: If the employee assigned to Shift 5 calls off for any reason and employee assigned to Shift 6 is working, Shift 5 will not be filled. If the employee assigned to Shift 6 calls off for any reason and employee assigned to Shift 5 is working, Shift 6 will not be filled. Employees assigned to Shifts 5 and 6 shall make every effort not to take time off at the same time. When an overtime shift is necessary for Shift 5 or 6, overtime will follow the procedure established below.

All overtime assignments shall be offered in accordance with shift and seniority as follows:

When additional work must be performed on any shift or when an employee is absent and cannot work his regular shift due to disabilities caused by accident or illness, the necessity to appear in court as a witness, death in the family, approved leave of absence, and a substitute is needed, the employee who regularly works such shift but is on pass will be given first opportunity to do such work. If such employee is not available, then other employees on pass, regardless of their shift, will be given the opportunity to do such work in accordance with their seniority. If none of such employees is available, other employees working that day shall be offered the opportunity to double out on the open shift in accordance with their seniority.

2. Vacation Periods

During a fellow employee's vacation period of fewer than five (5) days, it is understood that employees will work their regular pass days when scheduled by the Fire Chief.

During a fellow employee's vacation period of five (5) or more consecutive days:

An employee cannot be forced to work more than one (1) of their pass days;

If an employee chooses to work one of their pass days, they cannot be forced to work the other pass day;

Regular force-out procedures will be used to fill any remaining open shifts.

During an employee's vacation period of five (5) or more consecutive days, said employee shall not be forced to work any of their pass days on either immediate end of their vacation period.

3. Extended Leave

In the event of an illness, injury, or other circumstance leading to extended time off (hereby defined as ten [10] or more days), the Borough reserves the right to give Shift 5 or Shift 6 a five (5) day notice that beginning on the Monday of the following week, Shift 5 or Shift 6 will be utilized to fill the shift left open, until that shift is able to be filled again.

4. Emergency Situations

If an emergency situation occurs, such as fire, bad accident, or other such occurrence that poses a threat to the public safety, health or welfare, it is agreed that any employee may be assigned to abate the situation regardless of whether the work is overtime or not, irrespective of seniority.

5. Answering Machine/Voicemail

If an employee is called by telephone and an answering machine or voicemail is contacted, a message will be left on the device and the next appropriate person will be contacted for overtime. If the next person is contacted and accepts before the previous employee returns the call after receiving his/her message on the device, the succeeding person is awarded the overtime assignment; however, if the first person calls before the succeeding person accepts, then the first person is awarded the overtime.

6. Refusal/Denial

If contact is made for an overtime assignment and that opportunity is refused and then a second opportunity occurs, the next senior person will be contacted. The first denial will be deemed a denial for all successive opportunities and there will be no repetition of calls to inquire about interest in successive overtime opportunities.

E. WORK WEEK

The work week shall start at 6:30 A.M. Monday.

F. SHIFT REQUIREMENTS

There shall be a minimum of one (1) Desk Officer/Fire Apparatus Operator scheduled and working for every shift twenty-four (24) hours a day, seven (7) days a week.

Effective January 1, 2011 minimum staffing requirements shall be eliminated; the Borough shall continue to schedule one (1) full-time Desk Officer/Fire Apparatus Operator for every shift, 24/7, but it will be a matter of managerial prerogative for the Borough to determine whether and how to replace a Desk Officer/Fire Apparatus Operator absent from a shift.

In the event the Borough decides to utilize full-time Desk Officers/Fire Apparatus Operators to perform Fire Inspector 1 or Fire Inspector 2 functions, the Borough will provide the necessary training and will assume the full expense of such training.

G. PART-TIME DESK OFFICERS/FIRE APPARATUS OPERATORS

1. HIRE/RATES/STAFFING

The Borough of Dormont management reserves the right to hire part-time Desk Officers/Fire Apparatus Operators at rates established by the Borough as long as their utilization does not result in the involuntary reduction in the forty (40) hour work week of the specific employees employed as full-time employees prior to January 1, 1998. Further, the use of part-time employees shall not result in the layoff or furlough of any current Desk Officer/Fire Apparatus Operator employees.

2. SCHEDULING

Part-time Desk Officers/Fire Apparatus Operators will be required to sign-up for open shifts fourteen (14) days in advance if there are three (3) full-time employees and seven (7) days in advance if there are four (4) full-time employees. If part-time Desk Officers/Fire Apparatus Operators have not signed-up within these time limits, full-time Desk Officers/Fire Apparatus Operators may sign-up for these shifts as overtime.

3. VACATION PERIODS

The part-time Desk Officers/Fire Apparatus Operators can work all vacation periods taken by full-time Desk Officer/Fire Apparatus Operator employees. The provisions of this paragraph are subject to the limitations set forth in Subparagraph 5 hereof.

4. ILLNESS

In the event a full-time Desk Officer/Fire Apparatus Operator is absent due to illness for a period of three (3) days or less, full-time Desk Officers/Fire Apparatus Operators may elect to substitute for the absent Desk Officer/Fire Apparatus Operator. Such election shall be based upon seniority as defined in this Agreement. Should all full-time Desk Officers/Fire Apparatus Operators decline to substitute in the foregoing circumstance, then the part-time Desk Officer/Fire Apparatus Operator shall have the opportunity to substitute for the absent full-time Desk Officer/Fire Apparatus Operator. If a full-time Desk Officer/Fire Apparatus Operator is absent due to illness for a period in excess of three (3) days, the part-time Desk Officer/Fire Apparatus Operator may substitute for the absent employee at the sole discretion of management. The provisions of this paragraph are subject to limitations set forth in Subparagraph 5 hereof.

5. OVERTIME

In the event that a part-time Desk Officer/Fire Apparatus Operator has accumulated a total of forty (40) working hours for the Borough in one (1) week's time, either in his/her

capacity as a part-time Desk Officer/Fire Apparatus Operator or otherwise, then the part-time Desk Officer/Fire Apparatus Operator shall not accumulate any additional working hours in his/her capacity as a part-time Desk Officer/Fire Apparatus Operator unless and until all full-time Desk Officers/Fire Apparatus Operators have been given the opportunity to work and have refused to work during the periods of time available. Such option by the full-time Desk Officers/Fire Apparatus Operators shall be based upon seniority as defined in this Agreement. In the event that a part-time Desk Officer/Fire Apparatus Operator works in excess of forty (40) hours per week in his/her capacity as a part-time Desk Officer/Fire Apparatus Operator, he/she shall be paid at the rate of time and one-half for all excess hours.

6. ASSIGNMENT

The part-time Desk Officers/Fire Apparatus Operators shall, when directed to do so, work in their capacity as a part-time Desk Officer/Fire Apparatus Operator, and such duties shall take preference over any other Borough employee duties.

V. PENSION

A. ESTABLISHMENT OF NON-POLICE PENSION FUND

The parties hereto acknowledge that the Borough has provided for a Non-Police Employee Pension Fund under Ordinance No. 1458. A full-time Desk Officer/Fire Apparatus Operator shall be covered by said Pension Fund.

B. CALCULATION

Said pension is to be calculated on the basis of the last thirty-six (36) months said employee worked or was paid prior to retirement.

C. POST-RETIREMENT HEALTH INSURANCE

The Borough will pay each full-time Desk Officer/Fire Apparatus Operator who retires after the effective date of this Contract with a full service retirement or a disability retirement, One Hundred (\$100) Dollars per month toward the purchase of health insurance coverage. This benefit would be paid for a maximum of five (5) years following the date of retirement. This benefit would only be paid if the employee has not obtained healthcare insurance from any other source (i.e. employment, spousal coverage, etc.). Furthermore, the employee must continually show the Borough that they have actually obtained health insurance.

D. PRE-TAX PENSION CONTRIBUTIONS

The Borough shall take the necessary steps in order to file any application and obtain governmental approvals so that Desk Officers/Fire Apparatus Operators will be able to make their pension contributions on a pre-tax basis. Under current law, this only applies to federal income tax, Internal Revenue Code ¶414(h)(2). The pre-tax employee pension contributions are contingent upon the Borough filing any necessary application and/or obtaining the necessary governmental approvals.

E. DEFERRED RETIREMENT OPTION PLAN (DROP)

The Borough and the Union agree to implement a cost neutral Deferred Retirement Option Plan, herein referred to as a DROP Plan, on July 1, 2020. During January 1, 2020 through March 31, 2020, the parties shall meet and discuss the terms of the DROP Plan in a good faith manner in an attempt to mutually agree upon the language and the terms of the Plan. In the event that the parties are unable to mutually agree upon terms of the Plan and/or language of the CBA provision by March 31, 2020, the dispute shall be referred to Act 111 Arbitration. The arbitrator shall be selected by the Act 111 procedures utilizing AAA. The issue at Arbitration shall be: “what are the terms of the cost neutral DROP Plan and what language shall be included in the CBA.”

The Borough and the Union agree that the eligibility age shall be 57 with a three (3) year maximum DROP period and the pension calculation shall be based on the highest 36 months of consecutive earnings.

VI. MISCELLANEOUS

A. RESIDENCY REQUIREMENT

Desk Officers/Fire Apparatus Operators shall reside within five (5) miles of the Dormont Fire Department building, located at 1455 Hillside Avenue, Pittsburgh, PA 15216, by the end of their second year of employment with the Borough.

In the event that a Desk Officer/Fire Apparatus Operator establishes residency outside of the aforesaid five (5) mile limitation, such employee shall be subject to disciplinary action, including the right of the Borough to discharge said employee.

B. NO STRIKE CLAUSE

The parties hereto mutually agree that there shall be no strike, work stoppage, slowdown, sit down, or picketing by employees or their representatives, nor shall there be any lock-out by the Borough.

C. GRIEVANCE PROCEDURE

1. EARNEST EFFORT

In the event there is any grievance, dispute, or difference between an employee and the Borough with respect to the interpretation or application of any provision of this Agreement, there shall be an earnest effort made to settle or dispose of such matters promptly by negotiations between the appropriate designated representatives of such parties in the manner provided in this grievance procedure. For convenience, all such grievances, disputes, and differences will be called grievances in this Agreement and its administration.

2. CIVIL SERVICE

The grievance and arbitration procedures hereinafter set forth shall govern and apply to all grievances between the employees and the Borough involving the interpretation and application of any of the provisions of this Agreement, provided, however, that disputes involving suspensions and dismissals shall be governed by the applicable provisions of

the Pennsylvania Borough Code and Civil Service Rules and the Borough. The employee, however, shall have the right to grieve all matters of discipline, provided that once an Officer elects to proceed under the grievance procedure rather than the Civil Service procedure, the election cannot be changed.

3. GRIEVANCE BOARD

An employees' Grievance Board is hereby established. The number of Board members, their term of office, and manner of appointment shall be determined by the employees. In the event a Grievance Board member has a grievance, he shall not sit as a Grievance Board member in that particular case. Members of the Grievance Board shall not be compensated by the Borough for the time spent in this function. However, if a Grievance Board member loses time from his/her regular shift while attending a meeting with Borough representatives, he/she shall receive his/her regular pay for such shift and will not be required to make up such lost time.

4. NEGOTIATED

A grievance shall be negotiated when necessary to reach a final decision in each of the following steps between the duly designated and appropriate representatives of the parties specified in each step.

5. UNSATISFACTORY DECISION

If no decision is made by a representative at any step in the time and manner herein specified, such failure to render a decision shall be construed as an unsatisfactory decision and the party entitled to such a decision shall have the right to take an appeal to the next step in the same time and manner as an appeal in the case of an unsatisfactory decision.

6. GRIEVANCE STEPS

The following are the grievance steps and the representatives of the parties therein:

Step 1	Any employee who has a grievance shall, within five (5) days of the occurrence thereof, discuss the same with the Fire Chief.
Step 2	If within five (5) days there is no satisfactory settlement in Step 1 thereof, the grievance shall be submitted by the aggrieved employee to the Grievance Board. The Grievance Board shall within seven (7) days from the date it receives the grievance submit the same to the Borough Manager.
Step 3	If within seven (7) days of the submission of the grievance to the Borough Manager there is no satisfactory settlement of the grievance, the Union may request a panel of seven (7) neutral arbitrators from the Federal Mediation and Conciliation Service or the Pennsylvania Bureau of Mediation. The parties shall meet within five (5) work days after the receipt of such list. The parties shall choose a neutral arbitrator by alternate striking from the list of seven (7) within the first strike obligation alternating from grievance-to-grievance beginning with the employer first.

7. DECISION

The neutral arbitrator shall be authorized only to interpret and apply the provisions of this Agreement insofar as shall be necessary for ruling upon a grievance, but shall not have authority to alter or amend in any way the provisions of this Agreement. The decision of the arbitrator shall be final and binding on both parties. Such decision, and the reasons in support thereof, shall be in writing.

8. TIME LIMITS

Grievance procedures must be initiated and appeal taken in the manner and within the time limits set forth in each of the grievance steps outlines herein in order to be considered. Failure to comply with the grievance procedures shall bar further discussion or appeal.

9. FEES AND EXPENSES

The fees and expenses of the neutral arbitrator in the grievance procedures shall be borne equally by both parties.

D. SUBCONTRACTING

The Borough of Dormont management reserves the right to subcontract for the service of dispatching for emergency police, fire, and EMS calls. The Borough may exercise this right unilaterally, without notice, and without further bargaining or interest arbitration. All other duties currently performed by the Desk Officers/Fire Apparatus Operators, excluding the dispatching of police, fire, and EMS calls, shall remain the work of the Desk Officers/Fire Apparatus Operators.

E. JOB DESCRIPTION

See Addendum #1 for current mutually approved job description(s).

F. DRUG AND ALCOHOL POLICY

The Borough reserves the right to negotiate a Drug and Alcohol Testing and Treatment Plan Clause within the terms of this Collective Bargaining Agreement.

G. PAST PRACTICE-AS IS CLAUSE

All existing benefits, practices, and working conditions previously engaged by members of the bargaining unit that are not modified by this Agreement shall remain "as is."

H. SPECIAL DUTY ASSIGNMENT

In the event of a prediction of four (4) or more inches of snow by KDKA Channel 2, a Desk Officer/Fire Apparatus Operator will be held over from the previous shift or called in early from the following shift for two (2) hours to assist in installing snow chains on the tires of the fire trucks.

I. USE OF VOLUNTEERS

The Borough may use members of the Dormont Volunteer Fire Department to drive/operate fire apparatus under any of the following circumstances:

a	One (1) full-time Fire Apparatus Operator has been off work due to illness, injury, or any other extended leave for a period of thirty (30) days or more; or
b	Two (2) or more full-time Fire Apparatus Operators are off work due to illness, injury, or any other extended leave for a period of seven (7) days or more; or
c	No full-time Fire Apparatus Operator is available for work; or
d	No full-time Fire Apparatus Operator is available for work that has not just completed sixteen (16) consecutive hours of work.

In order for any of the above circumstances to be utilized by the Borough to allow a Volunteer Firefighter to drive/operate fire apparatus, there must be four (4) full-time Fire Apparatus Operators employed by the Borough at the time, unless the Borough is proceeding in good faith to fill a full-time vacancy in a timely fashion through the Civil Service process.

J. REOPENER

The Borough and the Bargaining Unit agree to reopen this Agreement for the sole purpose of evaluating a new work schedule and ancillary topics. If any changes result from this reopener, both parties are required to agree on an effective date for such changes.

The Board of Arbitration shall retain jurisdiction to resolve any reopener issues.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals.

VII. SIGNATURES

ATTEST:

BOROUGH OF DORMONT:

X

Benjamin Estell
Borough Manager

X

Kate Abel
Council President

ATTEST:

IAFF Local #3584:

X

Max Schoppen
IAFF #3584 Vice President

X

Jeffrey Stakich
IAFF #3584 President

VIII. ADDENDUMS

A. ADDENDUM #1 - JOB DESCRIPTION

BOROUGH OF DORMONT
ALLEGHENY COUNTY, PENNSYLVANIA

Desk Officer

JOB DESCRIPTION

JOB TITLE: Desk Officer/Fire Apparatus Operator

DEPARTMENT: Police/Fire/Administration

TERMS: (1) Shift rotation as necessary, and other hours as required
(2) Hourly position
(3) Non-exempt position
(4) Union status

SUPERVISION: Borough Manager and designee(s)

SUMMARY OF DUTIES

The Desk Officer/Fire Apparatus Operator provides direct radio communications with emergency service workers, provides direct call taking for the police department and fire department, dispatches field units, and provides support clerical duties for the operation of the communications and dispatch center, conducts fire and life safety inspections, delivers fire prevention education, and responds to fire calls as necessary.

SUPERVISION EXERCISED

None generally.

TYPICAL DUTIES

Answers and evaluates incoming telephone calls for police and fire services and other emergency services, as applicable.

Acts as a first responder to fire calls upon activation.

Drives fire apparatus to fire or fire risk related scenes; may be called out in other emergency circumstances as responders subject to approval by the Borough Manager or designee.

Calms and extracts information from citizens who are under stress.

Monitors the radio console for pertinent radio transmissions and operates the radio equipment.

Dispatch police, fire and other emergency personnel, as directed.

Coordinate other emergency dispatching with County 9-1-1.
Provide emergency medical dispatch to callers, as necessary.
Maintain radio transmissions log.
Compile daily reports via the computer system.
Maintain filing system.
Monitor and dispatches alarms received at the alarm board, if applicable.
Monitor prisoners in cellblock.
Input various data into departmental computer system.
Monitor and maintain various office equipment.
Provide general clerical assistance to police officers.
Issue various routine permits issued by the department.
Provide assistance to residents or customers who walk into the department.
Consults supervisors on non-routine matters.
Performs routine maintenance and safety checks of vehicles and equipment utilized in the capacity of duties.
Other duties as assigned by the Borough.

PERIPHERAL DUTIES

Assist with training of new Desk Officers/Fire Apparatus Operators.
Assist with building and code inspection and zoning review duties.
Serves as a member of various employee committees, as assigned.

SHIFT 5 AND 6 DUTIES AND RESPONSIBILITIES

Operate, and maintain the Building Code/ Zoning office.
Receive and check all applications for zoning permits and certificates of zoning compliance.
Issue zoning permits and certificates of zoning compliance only for construction and uses which are in accordance with the regulations of the zoning chapter and subsequent amendments; or through the Borough Council for conditional uses, or through the Zoning Hearing Board, or through court approval.
Record and file all applications for zoning permits and certificates of zoning compliance together with accompanying plans and documents. All records shall be open to public inspection.

Participate in all proceedings before the Zoning Hearing Board, the Planning Commission and Borough Council and at their request, furnish such facts, records, and similar information which will assist them in reaching their decisions.

Be responsible for maintaining the zoning map showing the current zoning classifications of all land and the zoning text, including all amendments thereto.

Respond to complaints regarding Zoning and/or Property Maintenance Code violations and issue enforcement notices and orders to persons, firms, or corporations violating the terms of the Zoning and/or Property Maintenance Code Ordinances.

Submit a monthly report to the Borough Council of all permits and violation notices issued, complaints received and actions taken.

Update zoning permit files from realty transfer sheets to have current property owners listed in computer database.

Maintain the permit records and database, and other periodic reports and handouts.

Enforces and administers Landlord Registration. Registration of all tenant occupied properties.

Enforcement of the Uniform Construction Code, the Zoning Ordinance, the Municipalities Planning Code and Property Maintenance Code.

Performs inspection of new and existing commercial building premises and building structures for fire hazards and conformance with Borough and State fire codes.

Interprets various laws, ordinances, and regulations in enforcing safety regulations and fire prevention codes in accordance with national, State and Borough fire codes.

Conducts inspections of kitchen hood systems, proper clearance from combustibles, proper operation of extinguishing systems to ensure that proper compliance letters are provided.

Advises and instructs owners and occupants of buildings in fire prevention methods in the removal of fire hazards, and makes recommendations for reducing potential hazards.

Reports violations of fire safety regulations and establishes safety standards to appropriate owners and occupants and prepares written notices for follow up.

Receives, responds to and investigates complaints regarding fire code violation; provides direction to comply accordingly; issues citations if conditions are not brought to code.

Maintains current knowledge of trends and developments in the field for application to functional areas of responsibility.

Performs related duties as directed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

See current Civil Service and fire suppression service requirements.

Necessary Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, community leaders, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to write and read the English language fluently and speak with a clear, well-modulated voice in English by telephone and radio dispatching equipment while tactfully communicating with highly emotional callers.

Ability to operate the departmental computer system, dispatch and radio equipment, and fire apparatuses and firefighting tools/equipment.

Ability to handle multiple tasks at the same time.

Ability to learn geographic areas.

Ability to remain calm and exercise sound judgment in making decisions in emergency situations while under heavy workloads

Ability to maintain confidential and highly sensitive information.

Shall obtain Certified Zoning Officer certification from the Pennsylvania Association of Zoning Officials for attending a workshop for Zoning Officers within twelve months of appointment to Shift 6. Beyond that, the Officer shall be required to attend one such workshop per year.

The Officer shall have and maintain all the required certifications to inspect all residential buildings or achieve certification within 24 months of appointment to Shift 6.

The Officer shall have and maintain the required certifications as a Building Code Official within 12 months of appointment to Shift 6.

It is desired for the Officer to have and maintain all the required certifications to conduct property maintenance inspections according to the International Property Maintenance Code within 12 months of appointment to Shift 6.

Must be a United States citizen.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Skill in the principles and techniques of customer relations skills.

Knowledge of principles, methods and techniques of fire prevention and life safety codes inspection principles, practices and methods.

Knowledge of principles, methods and techniques of site plans review to advise and assist on structural systems subject to fire and life safety codes inspections for final inspection purposes.

Knowledge of building construction methods and materials as such pertains to structural compliance with fire prevention and life safety codes compliance.

Knowledge of principles and practices associated with fire prevention, and the techniques and strategies applicable to fire prevention education.

Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Ability to read, update and maintain various records and files; ability to operate basic office equipment; ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Ability to operate a vehicle.

Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; dispatch and radio console equipment; calculator; copy and fax machine; telephone; mobile or portable radio; firefighting vehicles, tools and equipment.

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.

While performing the duties of this job, the employee is frequently required to sit for extended periods of time and talk or hear; and occasionally walk and run. The employee is frequently required to use hands and fingers to handle or operate objects, tools, controls, and equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but may occasionally be loud.

SPECIAL REQUIREMENTS

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.