



Fairfield Fire Department



Expectations & Responsibilities Administrative/Fire Prevention Staff

It is the responsibility of every member of the Fairfield Fire Department to provide the citizens of Fairfield with quality service and display integrity, pride, and respect. The expectation of all employees is a high level of professionalism, competency, and a positive attitude. In order to achieve these goals, it is important for each member to know what is expected of them as well as the rest of the team, and who is responsible for what.

The following is a list of expectation and responsibilities that apply to you and those with whom you work.

Job Performance

- Be to work on time and return from breaks on time. (including lunch)
- Use your work time effectively and efficiently
- Accomplish assigned tasks on time. If this is not possible, your supervisor should be kept apprised of the challenges encountered.
- Ensure a safe work environment at all times. Promptly report and eliminate safety hazards or incidents. What you cannot correct let those you report to resolve.
- Keep personal and department property secure at all times.
- Prevent loss or damage to department-issued equipment and vehicles (when applicable).
- Solve problems to the best of your ability.
- Maintain the above standards consistently, without undue reminders

Expectations

- Attention to detail
- Organization of work areas, electronic files, and resources so others can easily access materials if needed.
- Work assignments must be prioritized and completed in a timely manner. Make requesting parties aware if you have competing assignments of high priority.
- Monitor supply inventory, maintain tools and equipment in good condition.
- Coordination of training and special events: obtain resources, assistance of others, promote, organize and complete follow-up assessment/recommendations (if applicable).
- Complete an Employee Absence Form as early as possible for known time off (vacation, appointments, etc.), or upon your return for unplanned absences.
- When planning to be out of the office, provide a list of what needs to be done and a status update on in-progress projects to your supervisor. Set out-of-office message on e-mail.
- Educate department representatives on various issues; obtain cooperation; seek guidance when necessary.
- Closely monitor individual problem situations, ensure actions are implemented, advise and seek assistance with unresolved problems in a timely manner.



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- Advise supervisor of developing issues of concern; develop alternatives, make recommendations, and carry out decisions.

On-the-Job Conduct

- Treat everyone with courtesy and respect.
- Return calls and emails in a timely manner.
- Arrive at scheduled meetings on time and ready.
- Share all pertinent information with stakeholders as soon as possible to reduce conflict and impact to this and other city departments.
- Support the department and city activities when applicable to your position or as directed by your supervisor. Represent the department in any city meetings, gatherings, ceremonies or special events possible.
- Maintain good relations with your peers, superiors, other city employees and your customers.
- Make all daily dealings with your co-workers and customers above reproach.
- While at work, employees are expected to exercise discretion in using personal cell phones. Cell Phones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls or messages may be disruptive. Personal use of cell phones should not interfere with employee productivity or be distracting to others.
- At no time shall persons driving department vehicles utilize their cell phones.
- Breaking confidentiality will not be tolerated and will result in immediate disciplinary action

Professional Qualities

- Maintain honesty and integrity in all aspects of your profession.
- Maintain and wear your uniform in like new condition.
- Adhere to and enforce department and city standards of conduct in all your daily duties.

I have discussed these expectations with my supervisor and acknowledge receiving a copy of these expectations which will be placed into my personnel file.

Employee Signature: _____ Date: _____

PRINT NAME: _____

Supervisor Signature: _____ Date: _____

PRINT NAME: _____