

**CITY OF NORTH AUGUSTA, SOUTH CAROLINA  
JOB DESCRIPTION, SEPTEMBER 2017**

**JOB TITLE: FIREFIGHTER  
FIRE AND SUPPRESSION  
PUBLIC SAFETY DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, responds to requests for emergency assistance relative to fires, alarms, and rescues. Exercises sound judgment in performing fire suppression and rescue task. This position generally functions at the task level to stabilize emergency incidents. This position requires considerable training in the operation and maintenance of hand tools and power equipment. Work often includes performing strenuous, hazardous tasks during emergency situations under a wide range of environmental conditions under stressful, high risk conditions. Reports to the Station Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The following duties are considered normal for this position. Activities listed here are not to be construed as either exclusive or all-inclusive; other duties may be assigned or required.***

Operates equipment in a safe and controlled manner.

Extinguishes fires.

Performs vehicle extrication.

Performs technical rope rescue.

Manages Haz-Mat scenes.

Performs swift water rescue. Check and maintain station boat.

Conducts fire engine pump test. Test fire hoses. Roll dried fire hose.

Checks fluids in apparatus.

Checks all equipment on apparatus.

Cleans apparatus.

Fills self-contained breathing apparatus cylinders.

Cleans self-contained breathing apparatus.

Checks and maintains station generator.

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Checks and maintains ATV.

Cuts grass at fire stations. Clean and maintain fire station.

Assists in dispatch operations.

Supervises community service workers.

Attends monthly department trainings.

Attends departmental meetings.

Trains new firefighters.

Administer Class E Driving test.

Enters fire reports into database.

Participates in community functions and fire prevention events.

Maintains fire inspections and preplans.

Assists in removing equipment from decommissioned patrol units.

Installs smoke alarms.

Gives tours of assigned fire station, demonstrates fire equipment and apparatus and participates in other education programs for various groups and general public.

Receives and/or reviews various records and reports.

Prepares and/or processes training reports, incident reports, vehicle maintenance reports, inspection reports, memos, correspondence, etc. Provides a data log, enter into a data base.

Refers to equipment check sheets, building inspections, fire reports, and emergency response guidebooks.

Operates all trucks and equipment and utilizes all fire suppression equipment, hand tools, air compressor, generators, fans, self-contained breathing apparatus, and various office machines including a calculator, computer, two-way radio, etc.

Interacts and communicates with various groups and individuals such as City personnel, volunteers, other fire departments, community groups, civic and professional organizations, school groups, other emergency response agencies, law enforcement agencies, the general public.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

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### **ADDITIONAL JOB FUNCTIONS**

Assists in dispatch operations.

Participates in community functions and fire prevention events.

Maintains fire inspections and preplans.

Assists in removing equipment from decommissioned patrol units.

Install smoke alarms.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with one to two years' experience supplemented by training in fire service programs, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain required certifications as issued by the S.C. Fire Academy; must possess certifications in CPR and First Aid. Must possess a valid state Class E driver's license.

Required certifications: NFPA Firefighter; vehicle emergency response certifications; emergency vehicle driver training; pump operations I; rapid intervention crew; positive pressure ventilation, pipeline emergencies, utility emergencies, basic auto extrication; etc.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, fire fighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift, position and/or carry weights in excess of 100 pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, equipment specifications, etc. Requires the ability to prepare routine reports, records, correspondence, technical reports, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires

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to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach volunteers. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including fire science, hydraulics, electrical, mechanics, medical, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles and fire engines.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Public Safety Department as they pertain to the performance of duties of Firefighter. Has knowledge of the role of the position in relation to the entire Department operations. Has considerable knowledge of the functions and interrelationships of Department and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hydraulics, electrical, mechanics, emergency medical assistance, fire codes and ordinances, etc. Has knowledge of how to determine and ensure safety on fire grounds. Has knowledge of how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is able to make sound, educated decisions. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards and resolving problems. Is able to help ensure departmental compliance with all laws and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has

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knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties under adverse environmental conditions such as heat, cold, odors, smoke, toxic agents, wetness, noise, humidity and disease.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.