

**NORTH AUGUSTA, SOUTH CAROLINA  
JOB DESCRIPTION, JULY 2004**

**JOB TITLE: FIREFIGHTER  
DEPARTMENT OF PUBLIC SAFETY**

**GENERAL STATEMENT OF JOB**

Under general supervision, answers and responds to emergency and non-emergency calls relative to fires, alarms, rescues, etc. Exercises sound judgment in performing fire suppression and rescue tasks. Works under stressful, high-risk conditions. Reports to the Public Safety Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs fire extinguishing duties; responds to emergency calls and alarms relative to fire and rescue emergencies and/or situations.

Operates pumper trucks to fire scenes to perform fire suppression and rescue services.

Combats and extinguishes fires by using pumper trucks, generators, hoses and nozzles, axes, forcible entry tools, ladders, chain saws, airpacks, etc.

Performs maintenance details around building and grounds; ensures that firefighting equipment and apparatus are maintained in safe and proper working condition; refills air tanks, loads hoses, folds tarps, cleans ladders, etc.; performs preventative maintenance on firefighting apparatus.

Attends and participates in fire safety training as required.

Prepares, processes and/or transmits fire reports, time sheets, daily check sheets, etc.

Interacts professionally with victims, supervisors, public safety officers, general public, emergency services personnel, etc.

Reviews and studies layout of streets, roads, highways, fire hydrants, etc., within the fire service district and knows location of each.

Exercises safety precautions in extinguishing fires and related events where dangerous conditions exist.

Works in severe weather conditions and under stressful, high-risk conditions.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

## FIREFIGHTER – DEPARTMENT OF PUBLIC SAFETY

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED required. Must possess a valid SC driver's license. Must be able to participate in required physical fitness activities. Must be able to successfully complete prescribed courses of study from the S.C. Fire Academy.

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

**Physical Requirements:** Must be able to physically operate a variety of machines including fire truck, air system compressor, generator, axes, hoses, ladders, air bottles, fire extinguishers, and various other firefighting equipment. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, crouching, balancing, walking, standing, and running for medium to long periods of time. Must be able to lift and/or carry weights of one hundred 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 Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to coworkers and assistants. Includes receiving instructions and assignments from supervisor.

**Language Ability:** Requires ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents such as fire reports, time sheets, daily check sheets, and office memorandums using the proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before audience with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as firefighting in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow oral and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining time and weight.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes using automated office equipment. Requires the ability to operate motor vehicles.

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

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted by an emergency.

**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 knowledge of fire suppression techniques and methods and receives required training in updating knowledge on new techniques. Knows potential fire hazards and methods of eliminating hazardous conditions. Is able to provide basic firefighting training. Knows basic first aid procedures and has good knowledge of the fire codes and how to enforce same. Knows proper use, care, operation, and maintenance of fire equipment, apparatus, and equipment. Knows street locations within fire service district; know location of schools, churches, apartment complexes, fire hydrants, etc. Is physically able to participate in required physical fitness activities and to work in extreme weather conditions. Is able to work under stressful, high-risk conditions. Is able to communicate effectively and explain/interpret fire procedures to groups such as civic groups, church groups, school groups, etc. Has basic knowledge of medical terms used in providing rescue/first aid procedures and care. Is able to perform prolonged and difficult work under hazardous conditions. Is knowledgeable of the principals involved in the operation of firefighting equipment and in the combustion of inflammable materials.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and division, co-workers, and the general public, as well as employees of County Sheriff departments and various agencies.

**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 work in a timely manner. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

**Attendance:** Attends work regularly and adheres to department and City policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and time off 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. Takes and investigates calls in a timely manner to ensure public safety.

**Judgment:** Exercises independent judgment in routine as well as critical or high-risk situations. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Consults with superior officer for assistance as needed.

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**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 between all staff persons and departments within the City. Works with other agencies, municipalities, and/or City departments in conducting investigations or providing assistance as needed.

**Relationships with Others:** Shares knowledge with managers, supervisors, co-workers, and staff for mutual and City benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from other municipal police departments, agencies, etc., and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to establish and maintain good will within the City. Emphasizes the importance of maintaining a positive image within the department.

**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. Plans work in advance when appropriate and makes best use of time. Maintains a calendar for meetings, deadlines, and events. Uses judgment in deciding which call receives priority.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Works under hazardous or dangerous conditions, often involving a great degree of personal risk and risk to others.

**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.**