

# FIREFIGHTER FIRE/ADMINISTRATION

REPORTS TO: Fire Captain  
FLSA STATUS: Non-Exempt  
PAY GRADE:

## **Purpose of Job**

The purpose of this job is to protect lives and property endangered by fire and other emergency situations, to promote fire prevention and safety activities, and to educate the public. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, driving and operating apparatus, administering first response emergency medical care, inspecting and maintaining fire apparatus equipment, conducting station tours, and performing additional duties as assigned.

## **Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#Responds to fires and performs fire suppression activities, using fire-fighting equipment and techniques, i.e. nozzle operation, directing fire stream and building ventilation.

Performs rescue, salvage and overhaul operations.

Administers first response emergency medical care.

Inspects assigned apparatus and equipment and performs routine maintenance.

Acts as substitute driver of emergency vehicles including establishing fire stream, monitoring gauges and calculating and adjusting pump pressure.

Assists in fire drills and mock disasters, including set-up and evacuation.

Participates and assists in training.

Tillers back of ladder truck as necessary.

Prepares pre-fire plans.

Refills air bottles; assists in hydrant, plug and line maintenance.

Participates in mandatory physical fitness program.

Performs housekeeping and grounds maintenance duties.

Conducts station tours; assists in completing reports.

Performs other related duties as required.

## **Knowledge, Skills and Abilities**

Has thorough knowledge of the policies, procedures, and activities of the Fire Department as they pertain to the performance of duties relating to the position of Firefighter. Has the ability to compile, organize, prepare and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize, and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department. Has a good working knowledge of fire-fighting techniques, fire-fighting apparatus and equipment, hydraulics, local, state and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building construction, and basic mechanics procedures as required in the performance of duties. Must be skilled in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, fire-fighting equipment, etc.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent. Must possess a valid Georgia Class A Non-Commercial Driver's License and ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training act. Requires a 12-month working probationary period.

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

**PHYSICAL REQUIREMENTS:** be physically able to operate a variety of machinery and equipment including fire-fighting apparatus and equipment such as pumper, ladder truck, snorkel, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert over one hundred pounds of force occasionally, and/or up to fifty to one hundred pounds force frequently. Physical demand requirements are at levels of those for very heavy work. Must be able to endure high heat conditions and sub-freezing temperatures. Must be able to work in tight and closed spaces for extended periods of time. Must be able to work in situations of low visibility. Must be able to complete a physical agility test with minimum requirements annually. Attendance is an essential element of the job.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers and assistants. Requires the ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to speak to individuals and/or to groups of people with poise, voice control, and confidence. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**VERBAL ABILITY:** Requires ability to read a variety of fire fighting techniques, fire-fighting apparatus and equipment manuals, local, state and federal fire codes, NFPA guidelines, maps of streets, hazardous materials manual, pre-fire plans, water supply layouts, architectural drawings, IFSTA handbooks, first aid manuals and other informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**MOTOR SKILLS:** Requires the ability to handle a variety of items such as fire apparatus, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, and other fire fighting, mechanics, and electrical equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination. Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.