**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 2,500 – 4,999**

**Firefighter**

**JOB SUMMARY**

This position protects lives and property endangered by fire and other emergency situations. This position also participates in fire prevention and safety activities, and education. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, inspecting and maintaining fire apparatus equipment, conducting station tours, serving as apparatus driver, and performing additional tasks as assigned. Performs with limited supervision through Department Standard Operating Guidelines and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through education.

**QUALIFICATIONS (MINIMUM)**

High School Diploma or GED, 2 years firefighting experience, or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this position.

Must be at least 21 years old and have a valid GA driver’s license

Demonstrated ability to communicate clearly and concisely in oral and written form.

Possess and maintain NPQS Fire-Fighter I Certification, Driver/OperatorPumper Certification, and State Emergency Medical Technician

Certification.

● NPQ Firefighter 1 (NPQ 1 and 2 Preferred)

● NIMS 100, 200, and 700. (Online)

● NPQ Hazmat Awareness/Operations

● Emergency Medical Responder (EMT-B or Higher Preferred)

● State of Georgia Class A, B, F, or E License.

**DESCRIPTION OF DUTIES**

● 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.

● Ability to compile, organizes, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.

● Ability to communicate effectively with supervisors, and other staff members.

● Ability to use independent judgment in routine and non-routine situations.

● Ability to handle required mathematical calculations.

● Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.

● Ability to work a regular 24 hour shift and any required overtime.

● Ability to maintain Town standard of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.

● Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.

● Ability to report on time for work and perform the duties of the position as required.

● Ability to maintain a neat, clean, and acceptable personal appearance.

● Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.

● Ability to demonstrate a good work ethic, including a willingness to perform job place task and to assist coworkers without unnecessary directive.

● Ability to be held accountable for inventory/property management.

● Ability to use small office equipment, including copy machines or multi-line telephone systems.

● Ability to use computers for data entry, word processing and/or accounting purposes.

● Ability to use or repair small/light equipment, such as power tools.

● Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.

● Ability to use and become familiar with heavy machinery or equipment.

● Responds to fire and rescue calls and performs patient care, fire suppression, rescue, and ventilation in compliance with the department's SOG's and directives on a scheduled and unscheduled basis

● Provides emergency medical care to patients under current protocols as authorized by the department Medical Director up to the individual level of certification

● Follows written Standard Operating Guidelines and verbal directives as applicable to emergency medical services for the department.

● Cleans and/or decontaminates apparatus and equipment as outlined in the departments Exposure Control Plan and applicable

● Standard Operating Guidelines

● Interacts effectively, professionally, and tactfully with the general public and all participating agencies; dispatch, law enforcement

● Conducts educational and public relations activities in health and fire safety

● Ability to become qualified on all Fire Department Apparatus

● Ability to drive fire department apparatus; deliver personnel safely, to and from emergency and non-emergency incidents

● Safely and correctly operate fire apparatus at an incident in accordance with the fire departments SOG for apparatus operations.

● Operates fire pumps, conducts hydraulic calculations, maintains proper pressures, calculates friction loss in hose lines, calculates required foam applications, maintains proper engine rpms, and connects hose lines.

● Operates generators, hydraulic rescue equipment and lighting

● Attends regular training and workshops to keep abreast of current trends in the field

● Performs other related duties as assigned

**KNOWLEDGE DESIRED**

● Knowledge of the policies, procedures, and activities of the Town Fire Department as they pertain to the performance of duties relating to the position of Firefighter.

● Knowledge of the terminology used within the department.

● Knowledge of firefighting techniques, firefighting 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 codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.

● Skills 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, firefighting equipment, etc.

● Knowledge of fire department operational policies and procedures

● Knowledge of current and accepted firefighting practices

● Knowledge of Georgia Firefighter Standards and Training Council compliance standards

● Knowledge of departmental and Town policies and procedures and related federal, state, and local guidelines

● Knowledge of Town streets, geography, and hydrants

● Knowledge of computers and job related software programs

● Skill in operating emergency vehicles and equipment

● Skill in analysis of problems and the development and implementation of solutions

● Skill in preparations of clear and precise administrative reports

**GUIDELINES**

Guidelines include department standard operating procedures, Town ordinances, and National Fire Protection Association recommended standards. Guidelines include the Town Personnel and Procedures Manual, federal and state laws.

**COMPLEXITY**

The work consists of related emergency response, fire suppression and fire prevention duties. The variety of tasks to be performed contributes to the complexity of the position.

**SCOPE AND EFFECT**

The purpose of this position is to participate in the work of a fire company in the response to emergency and non-emergency calls for service. Success in this position contributes to safety of life and property.

**PERSONAL CONTACTS**

Contacts are typically with co-workers, other Town personnel, representatives of other fire departments, law enforcement personnel, and members of the general public.

**PURPOSE OF CONTACTS**

Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate of influence persons.

**PHYSICAL DEMANDS**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The work is typically performed in an office and at emergency and fire scenes. Work requires the use or protective devices such as masks, goggles, gloves, etc.

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and /or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

● Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

● Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

● Crawling: Moving about on hands and knees or hands and feet.

● Crouching: Bending the body downward and forward by bending leg and spine.

● Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

● Fingering: Picking, Pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling

● Grasping: Applying pressure to an object with the fingers and palm.

● Handling: Picking, holding, or otherwise working, primarily with the whole hand.

● Hearing 1: Perceiving the nature sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

● Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.

● Kneeling: Bending legs at knee to come to a rest on knee or knees.

● Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

● Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.

● Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.

● Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

● Reaching: Extending hand(s) and arm(s) in any direction.

● Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

● Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

● Standing: Particularly for sustained periods of time.

● Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

● Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

● Talking 2: Shouting in order to be heard above ambient noise level.

● Visual Acuity 1: Have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

● Visual Acuity 2: Including color, depth perception, and field vision.

● Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

● Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.

● Visual Acuity 5: Have close visual acuity to perform an activity such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

● Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

The work is typically performed at the fire station and emergency and fire scenes. The employee may be exposed to inclement weather, extreme temperatures, smoke, fumes, and hazardous situations and materials that require the use of protective devices such as masks, goggles, gloves, etc.

This job is performed in an industrial typesetting with exposure to hot, cold, humid, and wet weather conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in higher places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None