

City of Simpsonville, South Carolina

Job Title: Firefighter
Fire Department

General Statement of Job

Under regular supervision, performs fire suppression activities on assigned shift, ensuring proper and prompt response to emergency situations in order to protect the lives and property of those in need of assistance. Reports to the Company Officer as assigned.

Specific Duties and Responsibilities

Essential Job Functions

Drives department vehicle to fire scenes, ensuring prompt response with appropriate equipment and manpower.

Performs fire suppression duties to protect the lives and property of those in need of assistance.

Assists emergency medical service personnel by performing medical procedures during emergencies as needed based on his/her level of certification.

Participates in the training of new firefighters and instruction of personnel in the proper use of fire apparatus and other equipment.

Completes and submits reports regarding department activities, enters data from reports into computer as required.

Assists with the pre-fire plans within the Fire District.

Participates in fire prevention and education activities within the community.

Performs vehicle, equipment, facility and grounds inspections, cleaning and maintenance. Conducts equipment safety inspections and testing as required; tests fire hydrants for proper flow.

Perform all duties and responsibilities of the Fire Engineer as required due to their absence.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meeting, conferences and continuing education classes as required and/or appropriate. Participates in physical fitness training.

Remain on call 24 hours per day, for minimum staffing needs of the department.

Receive, review, prepares and/or submits a variety of documents including maintenance records, training records, incident reports, daily log, inspection reports, flow sheets, etc.

Operates a fire engine and/or motor vehicle, and utilizes all fire suppression equipment, hand and power tools, rescue equipment, self-contained breathing apparatus, grounds keeping and house keeping equipment, first aid supplies, and various office machines including a computer, calculator, audio visual equipment, typewriter, two way radio, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Fire Chief and other officers, co-workers, City personnel, other fire departments, other emergency response agencies, law enforcement agencies, civic and community groups, school personnel and students, and the general public.

Perform daily, weekly and monthly duties, as required by station assignment.

All other duties as assigned by the Fire Chief.

Minimum Training and Experience

Requires a high school diploma supplemented by one to two years of experience and/or 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 certifications as issued by the S.C. Fire Academy. Must possess CPR, first responder and first aid certifications and a valid state class "E" driver's license.

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, aerial truck, 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. Physical demands are in excess of those for sedentary work; 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 of up to 200 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, maps, training manuals, etc. Requires the ability to prepare routine reports, maintenance reports, 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 rational systems to solve practical 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. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgements 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 verbal and written instructions. Must be able to communicate

effectively and efficiently in a variety of technical and/or professional languages including fire science, hydraulics, electrical, mechanical, 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: Requires the ability to differentiate colors and shades of colors.

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, or in situations in which working speed and sustained attention are make or break aspects of the job. 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 considerable knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Firefighter. Understands the role of the position in relation to the entire City operations. Has knowledge of the functions and interrelationships of the City and other governmental agencies. Is knowledgeable in 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, fire codes and ordinances, etc. Knows how to determine and ensure safety on fire grounds. Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Has the ability to use independent judgment and discretion in the handling of emergency situations, making quick decisions, maintaining standards and resolving problems. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and

efficiency. Is able to read and interpret complex technical 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 knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperations. 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 established 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 of 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.

Employee Signature

Employee Printed Signature

Fire Chief

Date