



Classification Specification

Classification Title: FIREFIGHTER (UNCERTIFIED)

Pay Grade: 5 FLSA: NON-EXEMPT

Purpose of Classification:

The purpose of this classification is to prevent, suppress, and extinguish fires and to perform other related firefighting activities.

Distinguishing Characteristics: Incumbents in this classification are enrolled in training at the fire academy and then complete on-the-job training in the field under the oversight of a senior or training officer. It is distinguished from other ranks in the department by work assignment and increasing levels of experience, job knowledge, independence, and decision-making.

Essential Functions:

The following duties are typical for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Attends training sessions as required to gain skills and knowledge regarding department operations, job performance, and policies, procedures, rules, and regulations; reads professional literature and training materials; completes tests and skills assessments; and obtains and maintains professional affiliations.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations; responds to instructions from dispatcher; and contacts appropriate related agencies as needed.

Provides protection of life and property: suppresses, controls and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; establishes openings in buildings for entrance, ventilation, or salvage; ventilates smoke and gas from buildings; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris; assists with cleanup activities; and exercises control of emergency situations until relieved by a superior officer.

Responds to a variety of emergency calls requiring the administration of basic first aid and medical treatment.

Maintains a state of readiness and preparation for emergency response: checks and maintains stock of equipment and supplies on fire vehicles and in fire station; reloads equipment and apparatus following

response to emergency calls; assists in preparing apparatus for subsequent emergencies and in testing personal equipment, hoses and pumps, and other tools and apparatus; and ensures the emergency medical service equipment is properly stocked and operational.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment, technical rescue and hazmat equipment, and other tools and equipment.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment, and tools in operable condition: inspects and tests equipment; replaces fluids and greases equipment; replaces parts; washes and cleans equipment, cleans quarters, and performs grounds maintenance; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment for necessary maintenance work.

Maintains a comprehensive, current knowledge and awareness of applicable regulations, policies, and procedures: maintains an awareness of new equipment, procedures, trends, and advances in the profession; participates in physical fitness training, training drills, and other continuing education activities; and attends shift meetings, workshops, and seminars as appropriate.

Processes various documentation related to department or division operations within designated timeframes and according to established procedures: prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate, a variety of forms, reports, correspondence, incident reports, maintenance logs, and other documentation; compiles data for further processing or use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, other City employees, the public, law enforcement, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Minimum Qualifications:

High school diploma or GED required; no previous work experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina Class E Driver's License.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, disease, pathogenic substances, or rude/irate customers.

The City of Simpsonville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.