

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Firefighter Job Description

SECTION I, 10.0 – 10.7

December 29, 2013

Approved by R. Dale Horne – Fire Chief

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10.0 POLICY: GENERAL PURPOSE

- a. Performs fire suppression and rescue operations to efficiently and effectively protect the lives and property of those in need of assistance.
- b. Provides medical assistance at the Medical Responder level as necessary.
- c. Performs related work as required.

10.1 SUPERVISION RECEIVED

- a. Works under the general guidance and direction of a Company Officer.

10.2 ESSENTIAL FUNCTIONS

- a. Responds to fire alarms and other emergency calls.
- b. Selects hose nozzle, depending on type of fire; advances water-filled hose lines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [frequently 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles; and directs stream of water or chemicals onto fire.
- c. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- d. Operates from heights, walks or crawls in the dark along narrow and uneven surfaces, and operates in proximity to electrical power lines and/or other hazards.
- e. Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other power equipment.
- f. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- g. Searches for, finds and rescue-drags or carries victims ranging from newborns up to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
- h. Performs these and other fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, forcible entry), rescue operations, and other emergency response actions while wearing personal fire protective ensembles (PPE) weighing at least 50 lb. (22.6 kg) and self-contained breathing apparatus (SCBA), and while carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg.).
- i. Works in conditions with exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.

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- j. Works in unpredictable emergency conditions for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- k. Engages in critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- l. Communicates with superior and fellow firefighters on team (gives and receives verbal orders) during fire, including by use of portable two-way radio.
- m. Communicates while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- n. Functions as integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- o. Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- p. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, vehicles, grounds, and hydrants.
- q. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
- r. Works under extremely stressful conditions, in extreme hot or cold environments, and for prolonged time periods as dictated by the nature of the emergency.
- s. Works in an alert manner and works in reasonable cooperation with others.
- t. Performs firefighting duties subject to physical demands and work environment described in Section 10.7 below.
- u. Maintains full time employment, has regular and punctual attendance, works from assigned fire station, and works full 24 hour shifts and occasional overtime.

10.3 PERIPHERAL DUTIES

- a. Issues forms to building owners listing fire regulation violations to be corrected.
- b. Drives and operates firefighting vehicles and equipment.
- c. Administers first aid and artificial respiration.

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- d. Participates in individual and group advanced training courses.
- e. Fills in for other positions within the department.
- f. Removes debris and assist in cleaning up fire scene.
- g. Assists in the provision of Public Education and Fire Prevention Programs.
- h. Performs other related duties as required.

10.4 REQUIRED MINIMUM QUALIFICATIONS

- a. Education and Experience:
 - i. High school diploma or GED equivalent; and
 - ii. One (1) year of previous firefighting experience, including experience as a volunteer; and
 - iii. NFPA/IFSA Firefighter II certification.
- b. Necessary Knowledge, Skills and Abilities:
 - i. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
 - ii. Working knowledge of first aid and resuscitation techniques and their application.
 - iii. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - iv. Skill in the operation of the listed tools and equipment.
 - v. Ability to perform work requiring good physical condition.
 - vi. Ability to communicate effectively orally and in writing.
 - vii. Ability to exercise sound judgment in evaluating situations and in making decisions.
 - viii. Ability to effectively give and receive verbal and written instructions.
 - ix. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
 - x. Ability to meet the special certifications and requirements listed below.

10.5 SPECIAL CERTIFICATIONS AND REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid SC Driver's License.
- b. Must complete Probationary Checklist within six months of hire.
- c. Must possess CPR and Medical Responder certification.
- d. Ability to meet Departmental physical standards.

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- i. Annual Health Fitness Evaluations SECTION II 8.0 – 8.3
- ii. Physical Fitness Policy SECTION II 5.0 – 5.2
- e. May be required to obtain other technical certifications as deemed necessary by Chief or supervisor

10.6 TOOLS AND EQUIPMENT USED

- a. Fire apparatus
- b. Fire pumps
- c. Fire hose, and other standard firefighting equipment
- d. Ladders
- e. First aid equipment
- f. Radios
- g. Pager
- h. Personal computer
- i. Phones

10.7 PHYSICAL DEMANDS AND WORK ENVIRONMENT

- a. While performing the duties of this job, the employee is frequently required to sit, talk or hear; stand; walk; use hands or fingers; handle, or operate objects, tools, or controls; and reach with hands and arms.
- b. The employee is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must frequently lift and/or move up to 10 pounds, and carry equipment/tools up to 40 lb., and must occasionally lift and/or move up to 200 pounds.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- e. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- f. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.