

**City of Centerville
Job Description**

Job Title: Firefighter
FLSA Status: Non-Exempt
Reports to: Fire Sergeant
Revision Date: 06/2014

Department: Fire
Pay Scale: Public Safety
Grade/Step: 11/1

JOB SUMMARY:

This position is responsible for protecting lives and property endangered by fire and other emergency situations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following duties are **representative** of the work required 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 utilizing firefighting equipment and techniques, including nozzle operation, fire stream direction, and building ventilation.
- Performs rescue, salvage, and overhaul operations.
- Administers emergency medical care.
- Participates in physical fitness programs.
- Inspects assigned apparatus and equipment; performs routine maintenance on same.
- Participates and assists in training, fire drills, and mock disasters, including set-up and evacuation.
- May act as substitute driver of emergency vehicles to include establishing a fire stream and monitoring gauges.
- Maintains fire hydrants within the City of Centerville.
- Performs building maintenance housekeeping and grounds maintenance duties.
- Conducts station tours.
- Conducts public safety presentations to schools, churches, and civic groups, as well as car seat installation.
- Assists in completing reports.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of firefighting techniques.
- Knowledge of firefighting apparatus and equipment.
- Knowledge of hydraulics and extrication equipment.
- Knowledge of local, state, and federal fire codes.
- Knowledge of National Fire Protection Association guidelines and departmental and city rules, regulations, policies, and procedures.

- Knowledge of local geography, streets, and buildings.
- Knowledge of hazardous materials.
- Knowledge of potential fire hazards.
- Knowledge of first responder emergency medical care.
- Skill in operating firefighting equipment.
- Skill in operating rescue and extrication equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to meet the physical demands set forth by the job requirements.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Firefighter shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The incumbent must meet current requirements set forth by the National Fire Protection Agency and the Georgia Firefighter Standards and Training Act. The incumbent must possess or have the ability to obtain a valid Georgia Driver's License. The incumbent must be able to pass a pre-employment drug screen, as well as random drug testing.

SUPERVISORY CONTROL and RESPONSIBILITIES:

The Firefighter has no supervisory control. The Firefighter reports directly to the Fire Sergeant.

TRAVEL:

The Firefighter may be required to periodically travel to training sessions held throughout the state of Georgia. The Firefighter must possess a valid driver's license and must have access to reliable transportation. The Firefighter may be required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

GUIDELINES:

The Firefighter utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, Centerville Fire Department Standard Operating Procedures, NFPA standards, various manuals, and applicable federal, state, and local fire codes, and local ordinances requiring judgment, selection, and interpretation in application.

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

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to communicate with co-workers and members of the general public, and to transfer information from one source to another.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to perform various calculations in the performance of the job.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or exchange information, and provide service. Contacts are typically with co-workers, other public safety officials, various civic and community groups, and the general public. Contacts are to exchange information, provide services, and educate the public.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in non-standardized situations. The Firefighter must be able to clearly analyze situations in often high-stress environments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, bend, walk, run, climb ladders, use tools or equipment requiring a high degree of dexterity, carry, or lift. The employee must be able to lift and/or move objects up and in excess of 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and distinguish between shades of colors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office, except while at a fire scene. The work environment is dangerous and includes, but is not limited to exposure to extreme weather condition, exposure to dust, dirt, grease, etc., traveling at high rates of speed, regular exposure to flammable materials toxic or irritating chemicals, fumes, and smoke, all of which require the use of protective devices by the Firefighter.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____