

CITY OF BEREA
POSITION DESCRIPTION

Class Title: Firefighter

Department: Fire

Supervisor: Battalion Chief or Lieutenant

Supervises: May Supervise Personnel Assigned to Vehicle

Class Characteristics: Drives vehicle to scene of fire, accident, disaster, or other emergency; performs general fire suppression, prevention and inspection duties, and rescue operations as required to protect and safeguard lives and property; assists in maintenance and repair of fire stations and equipment; performs related work as required.

Distinguishing Features of the Class: A Firefighter is required to perform hazardous tasks under emergency conditions. Work involves close contact with toxic gases, explosive mixtures and other dangerous materials. A portion of a Firefighter's work consists of the performance of various duties in the maintenance of the fire station, and the preventive and corrective maintenance of trucks and equipment. A position in this class requires excellent physical condition and aptitude for mechanical work. Orders of superiors must be executed promptly and efficiently. A Firefighter must remain familiar with modern fire fighting methods and procedures. The work requires strict adherence to rules and regulations. Superiors make assignments of specific tasks and indicate methods and procedures to be followed. Assignments may be made through either oral or written instructions. Work is under supervision most of the time, but there are times when courses of action must be determined by the Firefighter. Supervision is occasionally exercised over other Firefighters during the absence of a higher authority. Each Firefighter is expected to become a skilled pump operator, skilled with a ladder, and salvage worker. Appointment to Firefighter at the completion of the probation period is contingent upon meeting all training and experience requirements, recommendation of immediate supervisor and Fire Chief, and approval of the City Administrator.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Responds to scene of fires, accidents, disasters, and other emergencies.
2. May be given special assignment as fire apparatus operator, involving the driving of fire pumpers and ladder trucks to emergency scenes; may supervise personnel assigned to vehicle in the absence of a superior officer.
3. Responds to special duty calls; assists in storm damage, flooding, search and rescue operations, and area disasters such as tornadoes.
4. Administers first-aid when necessary.
5. Maintains constant readiness of vehicle and assigned equipment.
6. Operates equipment; lays and connects hoses; directs water stream to control or extinguish fires; protects property from water and soil damage; insures fire suppression

7. Rescues victims in life threatening situations; climbs ladders, ropes, stairs, hills, etc., using various pieces of equipment to gain access to and rescue victims; administers first-aid when necessary.
8. Assists in the maintenance, including preventive maintenance, and cleanliness of vehicles and equipment; cleans hoses, tools and other equipment.
9. Participates in periodic fire drills, and individual and group training courses.
10. Performs fire inspection duties with company at schools, theaters, hospitals, businesses, commercial and industrial establishments and dwellings, and other public buildings; assists with reports including recommendations for improvements.
11. Performs fire prevention duties; leads and participates in public fire and safety education classes.
12. Performs general station and other equipment maintenance; hangs and dries hoses, makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.
13. Protects streams from HAZMAT runoff during HAZMAT incidents.
14. Insures emphasis on safety at all times.
15. Issues burn permits.
16. Makes public appearances on behalf of the Fire Department.
17. Attends training classes.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by sufficient work experience to have completed required basic training. (See KRS Chapter 95 for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of modern fire fighting methods and techniques.
2. Knowledge of the operation and maintenance of fire vehicles, fire fighting and rescue equipment, and related apparatus.
3. Knowledge of the geography of the city, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.
4. Knowledge of operating characteristics, occupational hazards, safety precautions, and servicing methods of departmental vehicles and equipment.
5. Knowledge of mechanical work.

Skills:

1. Skill in the operation and maintenance of fire fighting equipment and tools.
2. Skill in performing the duties of a Firefighter at all types of emergency scenes.

Abilities:

1. Ability to understand and follow oral and written instructions during emergency and non-emergency situations.
2. Ability to accept lines of authority and to respond to orders without question during emergency situations.
3. Ability to respond and act quickly, efficiently and calmly during emergency and hazardous situations.
4. Ability to perform minor mechanical work, operate and maintain fire vehicles and equipment.
5. Ability to complete required forms and maintain accurate records.
6. Ability to establish and maintain effective working relationship with other emergency service organizations, City officers and employees, and the general public.
7. Physical strength and agility to perform fire fighting duties for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is generally reviewed as it is being completed.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: All types of fire and rescue equipment and tools.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposed to extreme weather conditions for extended periods of time; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances. Must pass a yearly physical and meet the OSHA Respiratory Standard qualifications (29 CFR 1910.156, 1910.134 and 1910.120.) Guidance for medical surveillance will be through NFPA 1582.2002.

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to respond to calls at all hours. Employees in this class must be able to attend meetings and training programs during irregular hours, including evenings and weekends.

Certification Requirements: Must complete required annual training; may be required by the Fire Chief to complete additional training for areas of specialization needed within the department.

Additional Requirements: Must meet the job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.