

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Firefighter

Department: Fire Department

FLSA: Non – Exempt

Grade: 6

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Fire Captain or Lieutenant

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Sheriff; Volunteer Fire Departments; E-911; Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); Alabama Fire College (AFC); Alabama Law Enforcement Agency (ALEA); Alabama Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Hospitals; Schools; Nursing Homes; Railroads; Housing Authority

Job Summary

Under the supervision of a Captain or Lieutenant, the employee responds to emergency calls, extinguishes fires, rescues victims, and ensures emergency scene is left in proper condition. The employee provides assistance in medical emergencies according to the level of certification and established Fire Department policies and procedures. The employee participates in professional training and development classes, fulfills

requirements for necessary credentials, and maintains good physical condition. The employee assists in maintaining the station vehicles, apparatus and equipment in good repair; ensures station, grounds, and personal living quarters are clean and orderly. The employee assists citizens and visitors to the station, conducts presentations for the public supporting fire safety and prevention. Work is usually performed in accordance with well-defined procedures. This is a fully qualified job in the firefighting job classification. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Fire Suppression. Responds to emergency incidents; conducts fire suppression operations to include search and rescue, forcible entry, ventilation, hose operations, protecting exposures and structures while wearing breathing apparatus and personal protective equipment.

1. Responds to emergencies with assigned station and crew.
2. Operates assigned apparatus and equipment.
3. Lays and connects hose lines and nozzles.
4. Directs fog, foam, and water streams to extinguish fire.
5. Positions and climbs ladders in effort to extinguish fire and rescue victims.
6. Uses hoses, extinguishers, hooks, rope lines, and emergency equipment.
7. Practices principles of ventilation as required.
8. Initiates measures to prevent fire from spreading to adjacent structures.
9. Inspects structures for hot spots.
10. Protects property from water and smoke damage when possible.
11. Removes furniture and other salvageable items.
12. Performs salvage operations by placing salvage covers, sweeping and vacuuming up water, and removing debris.
13. Performs overhaul operations to ensure that fire is completely extinguished.
14. Cleans up fire site.
15. Shuts off utilities such as water, gas or power using proper procedures to ensure safety during suppression or rescue operations.
16. Generates clear, concise, accurate documentation and completes all reports, hard copy and computer generated, prior to being relieved of duty.

ESSENTIAL FUNCTION: Hazardous Material Incident Response. Responds to hazardous materials incidents and assists in mitigating the impacts.

1. Ensures supplies and materials for cleaning up spills of hazardous materials are in place and available.
2. Assists in evaluating the scene, rescuing victims, providing medical help, and identifying chemical or material.
3. Initiates measures to contain incident with supervisor's guidance.
4. Directs water or foam onto chemical or material as directed.
5. Ensures correct disposal of chemicals or materials under supervisory guidance according to department policy and procedures.
6. Assists with site cleanup.

ESSENTIAL FUNCTION: Technical Rescue. Responds to rescue calls, provides first aid and basic first responder first aid; assists in technical rescue at the certified level.

1. Performs or assists in the performance of technical rescue in an effort to rescue and/or remove victims from high angle, confined space, earth or building collapse, caves, hazardous materials, flood or swift water, wilderness, or other emergency situations.
2. Assists in the removal and treatment of victims.
3. Provides first aid and takes medical history if possible.
4. Stays with patient until ambulance arrives, informs ambulance personnel of situation.
5. Assists in cleaning up the accident scene.
6. Replenishes supplies and equipment after call is complete.

ESSENTIAL FUNCTION: Firefighting Preparation. Inspects and maintains equipment, apparatus and station quarters in clean and safe condition, prepares documentation as needed, and performs duties as required by department rules, regulations, policies, procedures or common practices.

1. Performs daily check of equipment, pumps, trucks and safety equipment.
2. Performs maintenance on equipment.
3. Performs hose and pump testing and maintenance.
4. Performs minor mechanical maintenance to major equipment which may include engines, ladder trucks, rescue trucks and pumpers; adds fluids, tightens loose nuts and bolts, and lubricates as appropriate.
5. Keeps assigned vehicles clean and supplied for emergency response.
6. Maintains appropriate lists of inventory and equipment.
7. Reports abnormalities immediately in writing to supervisor.
8. Maintains station in a clean and orderly manner by sweeping, mopping, vacuuming, maintaining adequate supply of towels and linens; replacing light bulbs, filters, paper products and other supplies; cleaning windows, bay area, and, bathrooms according to schedule.
9. Keeps personal areas clean and organized.
10. Assists with construction activities such as remodeling, painting, cabinetwork, etc.
11. Performs grounds maintenance including cutting grass, edging, cleaning

gutters, washing pad, and parking lot and cleaning other outside areas as scheduled.

12. Ensures personal gear is clean, repaired, and in serviceable condition.
13. Conforms to the safety requirements of the City.
14. Performs other housekeeping duties as assigned.

ESSENTIAL FUNCTION: Firefighter Education and Training. Participates in station training and fitness programs; reviews manuals, policies and procedures, maps, etc. in order to maintain readiness for emergency responses.

1. Completes weekly training activities.
2. Participates in physical drills and exercises used in emergency response.
3. Attends classes in firefighting techniques.
4. Attends classes in medical practices such as CPR, first aid and rescue techniques.
5. Participates in continuing education classes to acquire or maintain certifications.
6. Participates in daily physical training and maintains a fit for duty rating.

ESSENTIAL FUNCTION: Fire Prevention and Awareness. Performs fire prevention activities throughout the community to ensure readiness for emergencies. Conducts public awareness and public relations activities.

1. Performs inspection of City hydrants, checks water pressure and clears away weeds.
2. Participates in developing preliminary fire planning for businesses and industry.
3. Conducts fire prevention inspections; examines interiors and exteriors of buildings to detect hazardous conditions or violations of fire ordinances and laws; submits reports and findings as necessary.
4. Participates in fire prevention awareness activities.
5. Presents educational programs to schools and civic organizations.
6. Trains for, and participates in the protection of life and property by firefighting and rescue activities.
7. Participates in fire drills and attends training classes in firefighting and related subjects.
8. Greets visitors to station, providing requested information.
9. Assists in conducting tours of station as scheduled.
10. Assists with the inspection of commercial buildings and hydrants bi-annually.
11. Assists in conducting fire safety classes and related presentations for the public.
12. Monitors radio transmissions, telephone, rescue, emergency medical, and related calls.
13. Relays calls for assistance by radio, telephone, or other alarm devices.
14. Attends public events (sporting events, rodeos, public ceremonies, etc.) on a stand-by basis.

15. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City policies and procedures.
2. *Knowledge of assigned territory including the location of streets, hydrants, block numbers, target hazards in order to respond quickly to emergency incidents.
3. Knowledge of modern and safe firefighting and rescue methods, principles, practices, and techniques and of fire behavior and fire suppression systems.
4. Knowledge of the safe operation and proper use of firefighting equipment, apparatus, or tools used in rescue or suppression operations, during emergency incidents or training activities and of proper maintenance methods and techniques.
5. Knowledge of building or vehicle construction as needed to perform suppression or rescue operations to include analyzing the situation, identifying problems or potential problems and determining the best course of action or tactics.
6. Knowledge of containment and cleanup of hazardous materials.
7. Knowledge of evacuation procedures.
8. Knowledge of safe extraction procedures and basic rescue techniques.
9. Knowledge of hydraulics as applied to pump operation and water pressure.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend operator manuals, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor and co-workers.
13. Writing skills to clearly and neatly complete routine forms and records.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Skills in operating power equipment and hand tools.
16. Driving skills to safely and effectively operate department vehicle under adverse conditions.
17. Ability to recognize and identify hazards to include hazardous materials, power lines, etc. and determine appropriate action to safely and quickly perform or continue suppression or rescue operations.
18. Ability to climb ladders and work from ladders at extended heights.
19. Ability to evaluate dangerous life threatening conditions or hazards and use sound judgment in its safe migration.
20. Ability to concentrate and remain calm in stressful situations facing the risk of serious personal injury or death.
21. Ability to understand instructions and to relay information quickly and accurately.
22. Ability to maintain effective working relationships with co-workers, other city departments, and the public.
23. Ability to use and operate a two-way radio.

24. Ability to wear self-contained breathing apparatus (SCBA), face mask, and other personal protective equipment (PPE) while working.
25. Ability to work as a team member.
26. Ability to move heavy objects or victims.
27. Ability to deal with the public with tact and diplomacy.
28. Ability to perform strenuous duties for prolonged periods of time in extreme weather and firefighting situations.
29. Ability to use computers and office productivity software.
30. Ability to drive a vehicle under adverse conditions.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess certification and able to maintain Alabama Firefighter I/II or equivalent certification.
3. Possess and maintain current CPR certification.
4. Possess a current and valid driver's license and be insurable.
5. Ability to complete the following additional certifications through the Alabama Fire College (AFC) or equivalent within a prescribed time frame:
 - Rapid Intervention Team
 - Fire Apparatus - Aerial and Pumper
 - Hazardous Materials Awareness and Operations
 - Rescue Technician certification – Rope I
6. Ability to work non-standard work hours.
7. Ability to be on call twenty-four (24) hours a day seven (7) days a week.
8. Ability to travel for training.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Acknowledgment

*I acknowledge that I have received a copy of my job description.
I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

Printed name

Signature

Date