FIREFIGHTER

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Fire	**Position Reports To :** Captain
Physical Location For This Position : Fire Department	**This Position Is :** Non Exempt
This position is safety sensitive : Yes	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Participates in fire suppression, emergency medical, and rescue activities and provides support maintenance by performing the following duties. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to emergency medical and rescue alarms; provides emergency medical treatment; participates in search and rescue and extrication procedures; operates equipment; reloads equipment on apparatus.

Responds to fire alarms; couples, rolls, folds, reels, and unreels hose; lays and connects hose lines and connects nozzles, valves, and fittings; operates hydrants; directs water/fog streams; carries, places, climbs, raises, and lowers ladders; makes forcible entries; ventilates; participates in search and rescue and evacuation operations; provides emergency medical treatment; participates in salvage and overhaul tasks; participates in investigation to determine cause and origin of fire; reloads hose and/or equipment on apparatus. Inspects and maintains: inspects, cleans, and maintains in proper working condition all assigned equipment; inspects, cleans, and assists in maintaining apparatus; loads hose and/or equipment on apparatus; test hose and couplings; cleans fire station and grounds; displays and handles flags; makes repairs to tools, equipment, and/or station.

Keeps records and prepares reports; reports to Captain any repairs, needed and made, to facilities, apparatus, and equipment; reports any recognized violations of fire codes and ordinances by citizens of the City.

Makes company fire surveys: identifies common, special, structural, and panic hazards; inspects building construction for fire control characteristics; inspects refrigeration, ventilation, and heating systems; inspects storage, handling, and transportation of flammable liquids and gases and other hazardous materials; inspects and test hydrants and/or other water sources.

Performs miscellaneous administrative duties: relieves for Engineer; participates in fire Prevention programs; testifies in court; assist with entry level and promotional tests. The employee carries out detailed, but uninvolved written or oral instructions. Specific guidelines are available.

The employee uses initiative in selecting appropriate guidelines and carrying out recurring assignments.

The supervisor makes specific assignments and authorization us needed for any deviation from original instructions. The supervisor closely controls and reviews most work.

Regular and punctual attendance.

Ability to work overtime

Ability to interact with team members

Fiscal Responsibilities

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of

MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.

ACCURACY

Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

ACCOUNTABILITES

FREEDOM TO ACT

DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

NONE: Job does not create any dollar monetary impact for the organization.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas Driver's license or equivalent and maintain throughout duration of employment. Must obtain within 1 year of date of hire IFSAC Firefighter I & II, HAZMAT operations, Driver Operator. Must obtain within 1 year of completing EMT course, Arkansas EMT-B license. A maximum of four attempts will be allowed to obtain EMT-B license. The Department will pay for the first two attempts. After four unsuccessful attempts a Firefighter will be terminated. If the Firefighter obtains, on their own, their EMT-B license within the 1 year period of completing the EMT-B course, they may be considered for rehire upon the next available position opening.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Not Indicated

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of CONSIDERABLE IMPORTANCE and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

CONTACTS WITH EMPLOYEES

Contacts of CONSIDERABLE IMPORTANCE within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None

- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: Basic
- Other: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently
- Walk: Frequently
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Frequently
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Frequently
- Taste or smell: Frequently

WEIGHT LIFTED

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Frequently
- Up to 100 pounds: Occasionally
- More than 100 pounds: Occasionally

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances,

placement of objects and spatial relationships).

- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

PHYSICAL DEMAND

HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Occasionally
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Occasionally
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Occasionally
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Occasionally
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Occasionally
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ADDITIONAL INFORMATION
Must maintain physical ability.

Completed by: Brandon Futch

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