

Town of Edisto Beach

Firefighter

DEPARTMENT	Fire	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Shift Supervisor	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	10/8/2009
SCHEDULE	Shift	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

Under the direct supervision of the commanding officer, a Town of Edisto Beach firefighter is responsible for saving lives and property by providing specialized emergency and non emergency service work in the fire profession and prevention.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Responds to alarms, drives and operates equipment and related apparatus and assists in the suppression of fires, including rescue, advancing lines, entry, ventilation and salvage work, extrication and emergency medical care of victims.
2. Performs cleanup and overhaul work, establishes temporary utility services.
3. Checks fire hydrant flows.
4. Makes fire code inspections of business establishments and prepares fire plans.
5. Responds to emergency and non-emergency calls.
6. Conducts station tours for the public, school, and community demonstrations and programs.
7. Assists in maintaining and repairing fire apparatus and equipment, cleaning fire stations, equipment and grounds.
8. Safely drives and operates emergency fire and rescue vehicles.
9. Extricates victims from vehicle accidents, evacuates victims from hazardous areas and situations, with or without the aid of ropes and/or hoselines, safety harnesses, rescue carriers, etc.
10. Responds to ambulance service calls.
11. Extracts, lifts and carries patients.
12. Controls emergency scene and prepare patients for transfer.
13. Assists in pre-fire pre-planning programs, inspects residential and commercial structures for fire hazards and reports violations to officers.
14. Prepares clear and accurate written reports and completes computer generated reports as required.
15. Inspects, services, inventories, cleans, maintains and performs scheduled operational tests on all equipment, tools, vehicles, and supplies.
16. Wears all required personal protection equipment and safely uses and monitors all firefighting equipment and tools.
17. Conducts daily inspection of department's firefighting equipment and apparatus and ensures that equipment and apparatus is in place and ready for use.

18. Performs basic life support to ill or injured persons at emergency scenes.
19. Participates in fire prevention and community service programs such as Operation S.A.F.E., pre fire planning, and home inspections.
20. May be called upon to suppress fires in neighboring communities.
21. Participates in department training courses to learn fire fighting theory and practice, first responder and CPR emergency medical care and the handling of hazardous materials and explosives.
22. May be required to perform emergency driving role including the driving of an ambulance due to staff availability.
23. Answers incoming telephone calls and relate messages to appropriate personnel.
24. Maintains neat, clean, and safe working/living environment including routine housekeeping duties.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. General knowledge of Town of Edisto Beach policies and procedures and Fire Department Standard Operating Guidelines.
2. General knowledge of principles, practices, methods and techniques of modern fire suppression and emergency medical services.
3. General knowledge of modern office procedures, methods and equipment including computers and related software and equipment.
4. General knowledge of principles, practices, methods and techniques of modern fire suppression and emergency medical services.
5. General knowledge of the geography of the Town and surrounding area and fire hydrant locations.
6. General knowledge of the Incident Command System functions and procedures.
7. General knowledge of safe work practices and procedures.
8. Ability to understand and follow written and oral instructions.
9. Ability to follow written procedures and policies established by the Department including fire, rescue, hazardous materials, and emergency medical response.
10. Ability to establish and maintain working and living relationships with other firefighters while working 24 hour duty periods.
11. Ability to work in a structured command environment, working as a member of a team or as an individual.
12. Ability to work in all weather conditions.
13. Ability to perform job functions at extreme heights and under uneven and slippery circumstances; function under poor/no visibility; and perform work in confined spaces and cramped body positions.
14. Ability to work well under pressure including making critical decisions in life threatening situations.
15. Ability to establish and maintain cooperative relationships with fellow employees and the public.
16. Ability to use the functions of the Incident Command System.
17. Ability to accept supervisory instruction and direction and strive to meet the goals and objectives of same only questioning such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc.
18. Ability to adhere to all safety and housekeeping standards established by the Town and various regulatory agencies.
19. Ability to maintain moral integrity.
20. Ability to operate specialized emergency communications equipment.
21. Ability to safely operate departmental vehicles, apparatus and other emergency equipment.
22. Ability to perform heavy manual labor.
23. Ability to prepare clear and concise reports.

24. Ability to maintain confidential information.
25. Ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and to determine time and weight.
26. Must be able to tolerate extreme fluctuations in temperature and perform physically demanding tasks in extreme heat, over 400 degrees Fahrenheit with humidity up to 100%, while wearing personal protective equipment, including a self contained breathing apparatus.
27. Ability to lift heavy objects and wear protective equipment weighing 50-70 pounds.
28. Ability to use a personal computer and Microsoft software such as Word, Excel, and Power point and other specialized software.
29. Ability to pass a medical examination and drug test.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

A minimum of a High School diploma/GED

MINIMUM EXPERIENCE REQUIREMENTS.

No experience required.

MINIMUM LICENSE REQUIREMENTS.

Must possess a valid South Carolina Driver's License or have the ability to secure a South Carolina Driver's License upon employment. CDL license preferred.

First Responder certification (or higher medical certification).

Firefighter I & II Certification (IFSAC or equivalent).

Hazardous materials training at Operations Level per 29 CFR 1910.120 (OSHA)

National Incident Management System training, 100, 200, 700, 800.

Local residency preferred.

SPECIAL REQUIREMENTS

Applicant must be 18 years or older at the time of employment and must be a U.S. citizen. Applicant cannot have a disqualifying incident on driving record such as driving under the influence of alcohol, dangerous drugs, reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Applicant must pass a satisfactory background check. Applicant must pass a drug test. Applicant must be of good moral character and of temperate and industrious habits. Applicant must be found to be free from any physical, emotional, or mental conditions that might adversely affect the ability of the employee to perform essential job functions. Applicant must be able to read and write the English language, must be able to work irregular and overtime hours as well as normal daily hours.

PHYSICAL REQUIREMENTS

- Physical ability to perform the tasks required of a firefighter.

- Constant standing, walking, running, bending, stooping, squatting, crawling, kneeling, twisting; climbing of ladders; reaching above, at, and below shoulder level; pushing, pulling, lifting, carrying up to 100 pounds; visual effort of 20 inches or less up to 20 feet or more in reduced visibility; driving at high speeds; and hearing and speaking in loud and confused situations.
- The employee must possess sufficient manual dexterity to operate the following; a fire truck, car radio, hoses, extraction equipment, self contained breathing apparatus, pumps, fire hydrants, fire apparatus, ladders, first aid equipment, pager, pencil and pen with which to write on paper, personal computer, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.
- Employee must frequently lift and/or move 20 pounds and occasionally lift and/or move more than 175 pounds.
- Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life.

WORK ENVIRONMENT

- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts in high precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.
- The job risks exposure to dangerous animals, hazards of emergency driving, hazards associated with traffic control and working in or near traffic and natural and man-made disasters.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*