



City of North Charleston

Vacancy Notice

Position: Firefighter

Department: Fire Department

Pay Grade: 108, \$36,922 - \$55,383

GENERAL STATEMENT OF POSITION

Responds to emergency situations within the City to perform fire suppression, hazardous materials incident response and rescue duties. Operates fire apparatus at emergency scenes; lays fire hose; directs fire streams; raises and climbs ladders; ventilates burning buildings. Responds to a variety of emergency calls requiring medical treatment. Assists emergency medical personnel with patient care; administers CPR and First Aid, and/or administers emergency care at the First Responder, EMT or Paramedic level as certified. Assists with special programs as assigned, such as search and rescue operations, maritime fire suppression, fire investigations, fire pre-planning, hose and hydrant testing and maintenance, employee fitness and wellness, terrorism task force, etc. Participates in fire prevention and fire safety education activities. Performs general station and equipment cleaning and maintenance; maintains emergency response equipment in a constant state of readiness. Maintains accurate and complete work records and prepares required reports. Attends required training courses and seminars to enhance job knowledge and skills and to maintain certifications. Assists with department training as required. Receives and responds to public inquiries, complaints and requests for assistance. Receives and reviews daily orders, training procedures, memos. Prepares and/or processes fire / emergency reports, inventory records, maintenance records, etc. Refers to policies and procedure manuals, codes/ordinances/laws/regulations, equipment manuals, safety manuals, computer manuals, maps, training manuals, etc. Operates an assortment of equipment used in fire service and station maintenance such as vehicles, fire apparatus, fire suppression equipment, self-contained breathing apparatus, generators, medical equipment, clothes washer and dryer, etc. Operates a computer, typewriter, adding machine, copier, fax, telephone, two-way radio, and other office equipment as needed. Uses clerical and computer supplies, medical supplies, hand and power tools, ladders, certain chemicals used in fighting fires, protective clothing and gear, cleaning equipment and supplies, etc. Interacts and communicates with various groups and individuals such as the immediate supervisor, other department supervisors, co-workers, other City employees, other fire and emergency response departments / agencies, civic and community organizations, business/property owners, medical/hospital personnel, fire/medical/accident victims, and the general public.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire service or a closely related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain Interior Structural Firefighter and other certifications as issued by the S.C. Fire Academy. Must possess a valid state driver's license. Must possess CPR and First Aid certification; may be required to possess EMT or Paramedic certification.

Posted: 12/27/2017

Deadline: Until Filled

Christine A. Ruth, PHR, IPMA-CP
Director – Human Resources

**-CITY OF NORTH CHARLESTON, SOUTH CAROLINA
JOB DESCRIPTION, MAY 2003**

**JOB TITLE: FIREFIGHTER
FIRE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, receives and responds to fire alarms and other emergency calls as required, and performs the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance. Operates fire apparatus at the scene of emergencies and provides medical assistance at the First Responder, EMT or Paramedic level as certified. Performs related work as required. Reports to the Fire Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to emergency situations within the City to perform fire suppression, hazardous materials incident response and rescue duties.

Operates fire apparatus at emergency scenes; lays fire hose; directs fire streams; raises and climbs ladders; ventilates burning buildings.

Responds to a variety of emergency calls requiring medical treatment. Assists emergency medical personnel with patient care; administers CPR and First Aid, and/or administers emergency care at the First Responder, EMT or Paramedic level as certified.

Assists with special programs as assigned, such as search and rescue operations, maritime fire suppression, fire investigations, fire pre-planning, hose and hydrant testing and maintenance, employee fitness and wellness, terrorism task force, etc.

Participates in fire prevention and fire safety education activities.

Performs general station and equipment cleaning and maintenance; maintains emergency response equipment in a constant state of readiness.

Maintains accurate and complete work records and prepares required reports.

Attends required training courses and seminars to enhance job knowledge and skills and to maintain certifications.

Assists with department training as required.

Receives and responds to public inquiries, complaints and requests for assistance.

Receives and reviews daily orders, training procedures, memos.

Prepares and/or processes fire / emergency reports, inventory records, maintenance records, etc.

Refers to policies and procedure manuals, codes/ordinances/laws/regulations, equipment manuals, safety manuals, computer manuals, maps, training manuals, etc.

Operates an assortment of equipment used in fire service and station maintenance such as vehicles, fire apparatus, fire suppression equipment, self-contained breathing apparatus, generators, medical equipment, clothes washer and dryer, etc.

Operates a computer, typewriter, adding machine, copier, fax, telephone, two-way radio, and other office equipment as needed.

Uses clerical and computer supplies, medical supplies, hand and power tools, ladders, certain chemicals used in fighting fires, protective clothing and gear, cleaning equipment and supplies, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department supervisors, co-workers, other City employees, other fire and emergency response departments / agencies, civic and community organizations, business/property owners, medical/hospital personnel, fire/medical/accident victims, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general office/clerical work, including but not limited to preparing reports and records, copying and filing documents, answering the telephone, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire service or a closely related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain Interior Structural Firefighter and other certifications as issued by the S.C. Fire Academy. Must possess a valid state driver's license. Must possess CPR and First Aid certification; may be required to possess EMT or Paramedic certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, fire fighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift, position and/or carry weights of up to 200 pounds. Must be able to pass annual Department physical examination.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals, equipment manuals, etc. Requires the ability to prepare routine reports, records, logs, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including fire science.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Firefighter. Understands the role of the position in relation to entire City operations. Has knowledge of the various fire safety and fire prevention codes and ordinances related to the activities of the department. Has knowledge of all other laws, ordinances, standards and regulations

pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hazardous materials response and handling, rescue operations, emergency medical response procedures, hydraulics, pre-fire planning, etc. Is able to act calmly and make sound decisions under varying degrees of stress and uncertainty. Knows how to determine and ensure safety on firegrounds. Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is knowledgeable of the various hand signals and fire radio terminology used on the fireground. Has knowledge of and the ability to administer medical assistance as certified, ensuring compliance with all medical protocols and safety precautions. Has knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA. Has knowledge of bloodborne / airborne pathogens and infection control; has knowledge of risk management and safety procedures. Has knowledge of the various City streets, neighborhoods, landmarks and hydrant locations. Is able to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare reports and records with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for word processing. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties under adverse environmental conditions such as no / low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.