

Brownstown Fire Department

JOB DESCRIPTION



POSITION TITLE: *Career Fire Fighter*

SUPERVISED BY: *Shift Officer*

GENERAL PURPOSES

Works under the guidance and direction of the On-Duty Shift Supervisor

ESSENTIAL DUTIES

- Ensures that all assigned station apparatus and equipment are in a state of readiness as directed
- Ensures that all activities are carried out in a safe and efficient manner
- Follows direction and Standard Operating Procedures during emergency scene operations
- Follows direction during non-emergency station activities
- Performs maintenance on department equipment, apparatus, and facilities
- Participates in departmental activities
- Ensures that his/her conduct conform to Department standards
- Reports violations of department policy and procedures to their supervisor
- Attends and actively participates in training
- Prepares reports that are accurate and complete
- Conducts Fire Prevention Inspections
- Conducts Fire Prevention Education Programs
- Maintains a positive working relationship with all department members
- Performs work assigned by the Fire Chief and/or designee
- Coordinates and exchanges information with other officers and fire fighters

PERIPHERAL DUTIES

- May be assigned special duties as determined by the Fire Chief

MINIMUM QUALIFICATIONS

Education & Experience

- Fire Fighter I (MFFTC)
- Fire Fighter II (MFFTC)
- Paramedic License (State of Michigan)
- Advanced Cardiac Life Support Certification (ACLS)
- Hazardous Materials Operations Level

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Extensive Knowledge of:

- Department Policy, Procedures, Facilities, Apparatus, Equipment and Organizational Philosophy

Thorough knowledge of:

- Fire behavior and characteristics
- Fire fighting techniques, practices, and standards
- Fire inspection techniques
- Fire investigation techniques
- City and Department Policy and Procedures
- Station apparatus and equipment capabilities
- EMS techniques, practices, and standards

Working Knowledge of:

- Department operational procedures
- Department policies
- Skill in operation of listed equipment and apparatus

Ability to:

- Work effectively with other staff, supervisors, and the public
- Effectively supervise subordinate personnel
- Follow verbal and written instructions
- Establish and maintain effective working relationships
- Handle the physical requirements of the job
- Analyze situations quickly and correctly and make decisions regarding the management of emergency situations
- Handle sensitive information in an appropriate manner.
- Identify problem areas and make recommendations
- Prepare concise department reports, correspondence and records
- Communicate effectively, both orally and in writing
- Effectively analyze situations and provide solutions to problems

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Hazardous Materials Technician Training
- Familiarity with the Brownstown Township area

SPECIAL REQUIREMENTS

- Must maintain Paramedic License or higher certification
- Must maintain CPR certification for the Professional Rescuer
- Must maintain Advanced Cardiac Life Support (ACLS)
- Must maintain Driver Certification for all apparatus
- Must possess a valid State of Michigan Drivers License
- Must be able to read, write and speak the English language
- No felony convictions or criminal history

SELECTION GUIDELINES

May include any or all of the following: Formal request for hire, review of education, training, and experience; written examination; oral board; background/driver's license check; hiring list; offer of employment; post physical examination, including drug screen and physical fitness test.

APPARATUS AND EQUIPMENT USED

All vehicles/apparatus, fire suppression equipment, two-way radios, pager, personal computer, telephone, calculator, tape recorder, photo equipment, EMS equipment and supplies, operational tools, and related equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is frequently required to stand; sit; walk; talk; or hear; use hands or fingers, to handle, or operate objects, tools, or controls, and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move heavy objects. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those a member may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils.

The member occasionally works near moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at the emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.