



**JOB TITLE: FIREFIGHTER / PARAMEDIC  
FIRE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

The purpose of this position is to respond to emergency calls and to fight/suppress fires. Responsibilities include responding to fire/rescue/medical emergency calls for protection of life and property, driving/operating fire apparatus, controlling/extinguishing fires, performing search/rescue, providing basic life support to sick/injured persons, and maintaining department apparatus/equipment in a state of readiness. Reports to the Fire Lieutenant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Provides guidance and assistance to other employees; coordinates work activities; assigns work; provides training as needed.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, and other emergency situations; responds to instructions from dispatcher and with proper certification drives specially equipped emergency vehicle to specified location in the absence of a driver, notifying appropriate related agencies as needed.

Maintains a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station; re-loads equipment and apparatus following response to emergency calls; prepares apparatus for subsequent emergencies; tests hoses and pumps on apparatus.

In the absence of a driver and with proper certification drives, operates, and monitors a variety of fire vehicles/apparatus; determines best route to reach location of emergency calls; performs safe driving functions in various weather conditions; positions apparatus and equipment for optimal use of equipment and hose.

Provides protection of life/property; suppresses, controls and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; ventilates smoke and gas from buildings; establishes openings in buildings for entrance, ventilation, or salvage; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris; assists with cleanup activities.

Positions and climbs ladders of various heights to access upper levels of buildings and to perform rescue operations; locates water supplies; lays out and maneuvers fire hoses; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses.

Administers first aid or artificial respiration to injured persons and those overcome by fire and smoke; determines nature and extent of illness; communicates with medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility; performs physical lifting techniques associated with moving patients between incident site, stretcher or ambulance.

Inspects buildings for pre-fire plans, fire hazards, and compliance with fire prevention ordinances; performs regular fire prevention inspections of businesses and building contents.

Assists in conducting fire investigations and identifying cause of fires as required.

## **Firefighter**

With proper certification, operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include a fire engine, pumps, generator, air compressor, hose, hydrants, ladders, extinguisher, self-contained breathing apparatus, extrication tools, hydraulic tools, chain saw, cutting torch, mechanic tools, axe, gas detector, ventilation fan, air pack, blood pressure cuff, or radio communications equipment.

Utilizes protective/safety equipment and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of departmental supplies; initiates orders for new or replacement materials.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, hydrants, apparatus, equipment and tools in operable condition, which may include inspecting/testing equipment, inspecting/repairing/hydrants, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning quarters; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Prepares or completes various forms, reports, correspondence, logs, ledgers, incident reports, fire/EMS reports, run sheets, patient records, inspection reports, pre-fire plans/drawings, maintenance records, work orders, purchase requests, or other documents.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review; operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, or other software programs.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Provides information and education to the public regarding fire safety, fire prevention, and fire fighting; conducts tours of fire station and fire trucks.

Communicates with supervisors, employees, volunteers, dispatchers, other departments, fire officials, law enforcement officials, medical personnel, outside agencies, property owners/occupants, victims, utility companies, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities, drills, demonstrations, and classes in firefighting/rescue techniques, hydraulics, pump operation/maintenance, first aid, fire prevention, and equipment maintenance; attends shift meetings, workshops and seminars as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Performs general laundry, housekeeping, and maintenance work associated with maintaining fire station; operates related equipment.

Performs other related duties as required.

### **MINIMUM TRAINING AND QUALIFICATIONS**

High school diploma or GED, supplemented by completion of training in basic fire fighting and emergency medical care and three (3) years experience involving fire fighting and basic emergency medical care; or any equivalent combination of education, training, and experience which provides the requisite knowledge,

## Firefighter

skills, and abilities for this job. The position requires current Georgia Certified Firefighter and EMT certifications. Must possess and maintain a valid Georgia driver's license.

Applicants must possess knowledge, skills and abilities in urban/wildland interface firefighting, certification preferred. Applicants must be willing to serve in a variety of environments, including aquatic, all-terrain areas, wooded and wetland areas, and be adaptable to using applicable vehicles and equipment for such areas.

**FLSA STATUS: Non-Exempt**

**PAY CLASSIFICATION AND GRADE: FS-03**

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of firefighting, emergency medical and general office equipment, machinery, and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of 125 pounds at least one hundred feet. Must pass Georgia's minimum physical fitness requirements.

**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 COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange firefighting and emergency medical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting and emergency medical treatment. Requires the ability to write reports and essays 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 using correct English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques related to firefighting and emergency medical treatment, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight, and perform statistical calculations.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with firefighting equipment and tools.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using firefighting and emergency medical equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, firefighting equipment, emergency medical equipment, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.