

City of Barnwell

Career Firefighter/Engineer

Job Title: Career Firefighter/Engineer
Department: Fire Department
Reports To: Fire Chief (primary/daily) Career Captain (secondary)
Prepared By: HR
Prepared Date: 10/12/20
Approved By: Fire Chief
Approved Date: 10/12/20

Summary Perform a variety of technical and administrative work in fire prevention, fire suppression, and medical first responder operations to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Fire and Medical First Responder operations.

Follows policies and procedures for Fire Department operations in order to implement directives from the Fire Chief.

Responds to alarms and may direct activities at the scene of emergencies, as required.

Participates in the departmental in-service training activities.

Prepares and submits reports of Fire Alarm regarding the Department's activities and may prepare a variety of other reports as appropriate.

Contributes to the planning of departmental operations with respect to equipment, apparatus, and personnel and the implementation of such plans.

May assign personnel and equipment to such duties and uses as the service requires.

Interacts with other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Peripheral Duties

Attends conferences and meetings to keep abreast of current trends in the field.

Represents the Department in a variety of local, county, state and other meetings.

Perform the duties of command personnel as needed and fulfill obligations during duty days or duty weeks.

Supervisory Responsibilities

May exercise supervision over Fire Department personnel during fire ground operations in absence of the Chief or Company Officer.

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Competencies

To perform the job successfully, an individual should demonstrate the following competencies

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Delegation - Delegates work assignments; Matches the responsibility to the person.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities.

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Judgement - Displays willingness to make decisions; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Looks for ways to improve and promote quality; Applies feedback to improve performance.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school graduation with related experience. Preferably some hours of credits earned in an accredited university, college, or technical school in a related field combined with satisfactory performance in a role involving firefighting. Bachelor's degree (B. A.) from four-year college or university is a plus.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Inventory software; Project Management software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid SC Driver's License.

Must pass annual physical fitness assessment.

Firefighter I & II Certification must be obtained during on the job training and classes within the reasonable and attainable time period set by Fire Department policies.

Meet requirements of Fire Apparatus Driver's Operator within one year.

Other Skills and Abilities

Thorough knowledge of modern fire suppression and prevention and emergency medical service principals, procedures, techniques, and equipment.

Working knowledge of first aid and resuscitation techniques and their application.

Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Considerable knowledge of public administration, accounting principles, budget planning and control, principals of management and labor relations, performance evaluation and public relations.

Skill in the operation of the listed tools and equipment.

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Tools and Equipment Used

Typewriter, calculator, copy machine, personal computer, fax machine, telephone, measuring devices, camera, power tools, hand tools, chain saws, shovels, brooms, ladders, exhaust fans, automobile, fire truck, ambulance, patient restraints, first aid equipment, oxygen, electronics test equipment, general medical equipment, patient lifting devices, breathing apparatus, steel-tip boots, hearing and eye protection, firefighting clothing and hazardous chemical clothing.

Physical Demands The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to climb or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock and vibration. The employee is occasionally exposed to moving mechanical parts; extreme cold and explosives. The noise level in the work environment is usually loud.

Background Investigation and Employment Drug Testing

Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.