



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Firefighter

Department: Fire

GENERAL PURPOSE

Performs fire suppression activities on an assigned shift, ensuring proper and prompt response to fire and hazardous materials incidents in order to protect the lives and property of those in need of assistance. Maintains records and prepares reports as required. Performs medical assistance at the First Responder EMT level as certified.

SUPERVISION RECEIVED

Under close guidance, reports to the Fire Lieutenant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives and operates a variety of fire apparatus; performs fire suppression duties to protect the lives and property of those in need of assistance.

Participates in inspection, cleaning and maintenance of vehicles, equipment and facilities.

Participates in fire prevention and public fire safety education activities.

Prepares pre-fire plans as requested.

Completes and submits reports regarding shift activities as needed.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations.

Attends meetings, conferences and continuing education classes as required and/or appropriate.

Receives, reviews, prepares and/or submits a variety of documents or reports, including fire reports, vehicle/equipment maintenance reports, accident reports, incident reports, various logs, etc.

Interacts and communicates with various groups and individuals, such as the immediate supervisor, Fire Chief and other officers; co-workers; volunteers, City personnel, other fire departments, other emergency response agencies, other government agencies, law enforcement personnel, the general public, etc.

Remains familiar with City geography and locations of streets, buildings, and hydrants.

Assists in hose testing, hydrant testing, building inspections, etc.

Attends departmental meetings, training classes, and other activities.

Follows Fire Department rules and regulations, general operating procedures and standard operating procedures as appropriate.

Provides compassionate Basic Life Support emergency medical treatment by doing an evaluation, treatment and stabilization of the critically ill or injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains self-control, manages and directs patient care at the scene of a pre-hospital emergency.

Remains on 24-hour emergency call status.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Performs station, grounds and equipment maintenance as needed.

Performs related duties as required and/or directed by the Fire Chief.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) High School Diploma or equivalent; and,
- b) One (1) year of experience in experience and training in fire service programs is preferred; and
- c) Completion of the South Carolina Fundamentals of Firefighting Course, IFSAC Firefighter I, Firefighter II, Emergency Vehicle Driving Course 1210, and Pump Operations Course 1220; Driver/Operator preferred; or,
- d) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

- a) Knowledge of: modern fire suppression and prevention procedures, techniques and equipment; applicable laws, ordinances, departmental standard operating procedures and regulations.
- b) Skill in operating the listed tools and equipment.
- c) Ability to: communicate effectively orally and in writing; exercise good judgment in evaluating situations; effectively give and receive verbal and written instructions; establish and maintain effective working relationships with other employees, supervisors and the public.

SPECIAL REQUIREMENTS

- a) No felony convictions or disqualifying criminal histories within the past 10 years.
- b) Must possess a valid South Carolina driver's license, including Class D endorsement; must obtain and maintain a Class E endorsement within one (1) year of employment.
- c) Must possess and maintain certifications in CPR, First Aid, and First Responder.
- d) Must obtain and maintain EMT (Emergency Medical Technician) certification.
- e) Must meet Department's physical and medical standards, as well as the physical standards of the National Fire Protection Association.

- f) Must complete IFSAC Firefighter II, IFSAC Driver/Operator and Department's career development program within one (1) year of employment.

TOOLS AND EQUIPMENT USED

Standard fire fighting equipment, including, but not limited to, fire engines and motor vehicles, fire suppression equipment, power tools, self-contained breathing apparatus, mechanic's tools and various office equipment, such as a two-way radio, pager, personal computer, phone, fax, copier, calculator, typewriter and other related tools and equipment.

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 frequently required to sit; talk and hear; stand; walk; use hands to handle or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to climb or balance; stoop, crawl, kneel, or crouch and taste or smell.

The employee must frequently lift and/or move objects up to 50 pounds and occasionally lift and/or move more than 165 pounds in certain situations. Must be able to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry and push, pull or otherwise move objects. Must be able to remain on feet for periods of time, withstand uncomfortable or dangerous physical conditions at fire scenes, and perform manual tasks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

Work is performed primarily in vehicles and outdoor settings; in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, radioactive materials, solvents and oils.

The employee 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, risk of electrical shock and vibration.

The noise level in the work environment is usually loud at an emergency scene.

SELECTION GUIDELINES

Formal application, review of education and experience; background and reference check; appropriate interviews; physical agility testing; post-offer drug screening and medical examinations; final selection subject to completion of standard probationary period and successful completion of any required South Carolina Fire Academy certifications.

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.