



## CITY OF HARTSVILLE JOB DESCRIPTION

Title: **Volunteer Firefighter**  
Department: Fire

Date: July 01, 2012  
Status: Paid per call  
Exemption: N/A  
W/C Code: 9999

### **GENERAL PURPOSE**

Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains and/or operates fire equipment, apparatus, and facilities.

### **SUPERVISION RECEIVED**

Works under the close supervision of the **Fire Chief**.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for assisting in extinguishing and controlling fires to protect life and property.

Performs firefighting duties to including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, salvage, overhaul and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends training in firefighting, hazardous materials, and related subjects.

Appropriately communicates/exchanges information with other officers on the fire scene.

Receives and relays fire calls and alarms.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Assists in developing plans for the department, as well as for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, and hazardous materials.

Follows Fire Department Rules and Regulations, General Operating Procedures, and Standard Operating Procedures as appropriate.

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.

Remain on 24-hour emergency call status.

## **PERIPHERAL DUTIES**

Assists in training as assigned.

Assists in presenting public information classes or programs.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) High school diploma or GED equivalent;
- b) No specific work experience level required.

### Necessary Knowledge, Skills and Abilities:

- a) Working knowledge of driver safety and first aid;
- b) Ability to: successfully learn the operation of the listed tools and equipment; learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques; perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; act effectively in emergency and stressful situations; follow verbal and written instructions; communicate effectively orally and in writing; establish effective working relationships with employees, other agencies, and the general public; meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- a) No felony convictions or disqualifying criminal history within the past ten years per state law.
- b) Valid SC Class D driver's license and ability to obtain a valid SC Class E driver's license within one year.
- c) Must be able to meet departmental physical and medical standards per NFPA 1582 regulations.
- d) Certification in CPR and First Aid, First Responder; SC OSHA Firefighter within one year.
- e) Completion of IFSAC Firefighter II, and SCFA EVDT, SCFA Pump Ops I within first two years.

## **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, rescue equipment, fire apparatus, fire pumps, hoses, personal protective equipment, ladders, first aid equipment, two-way radio, pager, personal computer, phone, fax, copier, calculator, typewriter, audio visual equipment, camera, and other related tools.

## **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 up to 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 and/or dangerous physical conditions at fire scenes, and perform manual tasks. Specific vision abilities required by

this job include close, distance, color, and peripheral vision; depth perception, and the ability to adjust focus.

Must be able to meet the physical qualifications as stated in National Fire Protection Association Standard 1582.

## **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.

Work is performed primarily in office, 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 quiet in office setting, and loud at an emergency scene.

## **SELECTION GUIDELINES**

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

The duties listed above are intended only as illustration 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.