



JOB DESCRIPTION

IDENTIFICATION

Job Title: Firefighter II
Department: Fire
Location: 904 East Martin Luther King Highway, Tuskegee, AL
Reports to: Fire Lieutenant

FLSA Status: Non-Exempt
Code: 33-2011
Pay Class: PS-1
Date: September 17, 2012

JOB SUMMARY

Carries out pre-shift activities, responds to emergency calls, carries out procedures at scene, performs non-emergency services, maintains vehicles and equipment, maintains building and grounds, participates in training activities, and performs related services: Reports for duty on time and free from impairment in designated uniform or other appropriate clothing; checks equipment; receives orders and instructions; ensures that orders and instruction are understood; and may ask questions. Receives and determines nature of emergency calls; puts on appropriate clothing and personal protective equipment; boards designated apparatus or other vehicle and proceeds to scene, or may drive apparatus; assess situations and reports conditions to superiors to receive instructions. Operates appropriate equipment to perform fire suppression activities as directed; uses appropriate tools to create opening in buildings for ventilation or entrance; enters burning buildings to locate and rescue victims and to fight fires; uses hydraulic equipment to extricate persons trapped in wrecked or burning vehicles; performs rescue operations at various other scenes; provides first responder medical emergency response at basic life support level; prepares patients and assists paramedics in advanced emergency care; performs salvage, clean-up and overhaul operations at fire or other scene; and remains at scene until relieved by superior officer. Checks fire hydrant pressure and paints top of hydrant; inspects buildings and prepares pre-fire plans; may assist in performing code inspections, investigations and other activities. Washes exterior and undercarriage of apparatus and other vehicles; cleans windows, interiors and compartments; waxes and details as necessary; checks and replenishes fluid levels, and checks tires and inflates tires; checks and performs operator maintenance on tanks, pumps, generators, fans, etc.; checks and performs operator maintenance on on-board tools and equipment and radios and reports missing or defective items.; tests for proper operation of lights, air conditioning, heater, engine, brakes, transmission, drive train, etc., and completes repair requests as necessary. Cleans and/or mops floors, walls and windows; cleans and disinfects toilets, shower stalls, and sinks; washes dishes and utensils; checks and replaces filters in HVAC system and light bulbs.; cleans furniture and fixtures; collects and removes trash; may perform painting and minor repairs; and reports items in need of service and repair. Picks up and disposes of trash and litter; mows grass on station property; trims, fertilizes, and waters plants and flowers; maintains power equipment and hand tools. Attends training and instruction programs and studies technical material; may take residential or on-line academic courses in fire science; may present instruction at training sessions; provides on-the-job training and coaches less experienced firefighters. Maintains daily log of activities; conducts station tours for the public; conducts school and community demonstrations and programs; backs up dispatching personnel, monitors alarm boards, receives and transmits radio and telephone messages; and performs related services as requested.

RESPONSIBILITIES AND TASKS

A. Carries out Pre-shift Activities: Reports for duty free from impairment at prescribed place and appointed time. Reports in designated uniform or other clothing appropriate to assignment and checks equipment. Receives orders and instructions from superior officer. Ensures that orders and instruction are understood; may ask questions to clarify information before carrying out assigned activities.

B. Responds to Emergency Calls: Receives and determines nature of emergency calls. Puts on appropriate clothing and personal protective equipment such as fire resistant clothing, helmet and safety equipment for fire scenes. Boards designated apparatus or other vehicle and proceeds to scene, or may drive apparatus. Assess fires and other emergency situations and reports conditions to superiors to receive instructions, using two-way radios.

C. Carries out Procedures at Scene: Performs a variety of fire suppression activities, operating water pumps, laying and connecting hoses, holding nozzles, directing water streams, operating radios and positioning and climbing ladders as directed. Creates openings in buildings for ventilation or entrance, using axes, chisels, crowbars, cutters and saws. Enters burning buildings to locate and rescue victims and to fight fires. Uses hydraulic equipment (Jaws of Life) to extricate persons trapped in wrecked or burning vehicles at traffic accident scene. Performs rescue operations at various other scenes such as gas leaks, medical emergencies, and hazardous materials spills. Provides first responder medical emergency response at basic life support level to include initial patient assessment, cardiopulmonary resuscitation and trauma emergency care. Prepares patients and assists paramedics in advanced emergency care. Performs salvage, clean-up and overhaul operations at fire or other scene to remove hazards and protect property. Remains at scene until relieved by superior officer.

D. Performs Non-Emergency Fire Services: Checks fire hydrant pressure and paints top of hydrant with correct color code. Makes inspections of buildings and prepares pre-fire plans. May assist in performing code inspections, investigations and other activities.

E. Maintains Vehicles and Equipment: Using checklist provided, washes exterior and undercarriage of apparatus and other vehicles. Cleans windows, interiors and compartments as necessary. Performs waxing and full detailing as required. Using checklist provided checks and replenishes fluid levels, checks tires and inflated to proper pressure. Checks and performs operator maintenance on tanks, pumps, generators, fans, etc. Checks and performs operator maintenance on on-board tools and equipment and radios and reports missing or defective items. Using checklist provided, tests for proper operation of lights, air conditioning, heater, engine, brakes, transmission, drive train, etc., and completes repair requests as necessary.

RESPONSIBILITIES AND TASKS, Continued

F. Maintains Building: Cleans and mops floors. Cleans walls and windows. Cleans and disinfects toilets, shower stalls, and sinks. Washes dishes and cooking utensils. Checks and replaces filters in HVAC system and replaces light bulbs. Cleans furniture and fixtures. Collects and removes trash. May perform painting and minor repairs as directed. Reports items in need of service and repair.

G. Maintains Grounds: Picks up and disposes of trash and litter. Mows grass on station property. Trims, fertilizes, and waters plants and flowers. Maintains power equipment such as mowers, string trimmers and hand tools such as rakes and shovels.

H. Participates in Training Activities: Attends training and instruction programs and studies technical material to build knowledge and skills and/or earn certifications. May take residential or on-line academic courses in fire science. May present instruction at training sessions. Provides on-the-job training and coaches less experienced firefighters.

I. Performs Related Services: Maintains daily log of activities. Conducts station tours for the public. Conducts school and community demonstrations and programs. Backs up dispatching personnel, monitors alarm boards, receives and transmits radio and telephone messages. Performs related services as requested. **Note: All tasks listed in A-I above are essential job functions.**

JOB SPECIFICATIONS

Knowledges, Skills and Abilities: Knowledge of principles of fire suppression and prevention. Knowledge of federal and state law, and city ordinances and codes as they pertain to fire safety. Knowledge of employee procedures and rules of City of Tuskegee and Fire Department.* Knowledge of the city street system, business, schools, emergency facilities, jurisdiction and city limits.* Knowledge of occupational health and safety including accident causation and prevention. Knowledge of the function and proper use of firefighting apparatus including engines and ladders, and standard equipment and tools. Knowledge of first responder medical emergency response at basic life support level to include initial patient assessment, cardiopulmonary resuscitation and trauma emergency care. Reading skills to comprehend directives, regulations, laws, ordinances, maps and similar moderately complex material. Writing skills to complete forms and prepare plans and reports. Verbal communication skills to communicate with co-workers, supervisors and the general public. Math skills to take measurements compute damages and produce accurate scale drawings. Skill in the use of fire equipment including pumps, generators, hoses, radios and ladders and tools such as axes, chisels, crowbars, cutters and saws. Skills in operating vehicles and apparatus to include defensive driving and emergency response driving. Computer skills to use word processing software to produce accurate reports, narratives and other documents. Ability to follow written and oral commands and directives. Ability to work under stress and adverse weather conditions and in hazardous environments. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to establish and maintain effective working relationships with the public, other departments and City employees, other law enforcement officials, business and community organizations. Ability to make effective, quick, and safe decisions in volatile or dangerous situations. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation. **Note: KSAs with asterisk (*) will typically be acquired on the job.**

Credentials and Experience: Graduation from high school or GED. College training with course work in fire science is desirable. Graduation from Fire College. Meet appropriate physical and psychological requirements. Hold valid Alabama Drivers License.

Special Requirements: Must be 21 years of age. Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use and random drug tests. Must be willing to comply with City and Fire Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to obtain required certifications. Must be willing to travel overnight to attend and participate in meetings and activities.

APPROVALS

Fire Chief

Date

City Manager

Date