CITY OF HARLEM
JOB DESCRIPTION

FIREFIGHTER

JOB TITLE: Firefighter  
DEPARTMENT: Fire  
SUPERVISOR: Fire Chief  
PAY GRADE: 14  
CATEGORY: Hourly, 106 Hours/2 Weeks, Non-Exempt

JOB SUMMARY: The purpose of this position is to perform technical and specialized work functions associated with preparing for and responding to fire, rescue, and disaster emergency calls; with protecting life and property; and with supporting fire safety, prevention, and equipment maintenance activities.

MAJOR DUTIES:

- Works with appropriate agencies and authorities to enforce all city fire codes and ordinances as well as fire laws and regulations of the state in order to protect life and property
- Complies with all rules, orders, and instructions issued by superior officers
- Responds to emergency calls involving fires, hazardous materials, and vehicle accidents; evaluates scene upon arrival; may direct traffic and control crowds
- Provides control of fire situations including suppression and extinguishments, forcible entry, ventilation, search and rescue of victims, salvage and overhaul.
- Assists with fire causes and determination; recognizes and preserves evidence of arson.
- Selects and properly operates fire service tools and equipment including fire hoses, nozzles, applications, and the components of sprinkler and standpipe systems
- Locates water sources, lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders.
- Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; applies appropriate precautions and procedures, informs and/or evacuates individuals and implements appropriate medical protocols
- Provides hydration and first aid support during fire ground activities; may provide medical care as a first responder including basic first aid, basic life support, manage obstructed airway, and/or other treatment
- Performs various types of rescue operations as assigned which may include extrications of individuals from structures, trenches, machinery, or vehicles, water rescues, searches for possible drowning victims,
searches and rescues of fallen victims in high angle rescue situations in which rappelling is necessary, and/or animal rescue.

- Maintains knowledge of rope rescue equipment and techniques
- Implements emergency techniques when trapped or disoriented
- Assists fellow firefighters and guides new recruits
- Maintains and wears protective clothing and self-contained breathing apparatus as designed.
- Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; performs regular radio tests.
- Prepares, inspects, inventories, repairs, and/or maintains fire equipment, apparatus, hoses, tools, materials, turnout gear, first aid equipment, and vehicles for safe operation; performs post-fire clean up; tests equipment on a regular basis
- Conducts surveys and inspections; notifies concerned parties of fire hazards; tests fire hydrants for proper function.
- Establishes and maintains positive public relations, performs invalid watches, attends community meetings, promotes and teaches fire safety and prevention, responds to questions and requests for information.
- Maintains current field and code manuals, policies, and procedures, employee handbook, various maps, addresses, and city operations for reference and/or review.
- Attends meetings, seminars, drills, and training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of medical and rescue techniques.
- Completes/prepares a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; maintain administrative records and files
- Proactively addresses items having an impact on the City’s ISO rating; assists with preparations for inspections, pre-inspections and the actual inspections.
- Cooperates with federal, state, and local law enforcement/investigating agencies and their officers or representatives when activities are related to investigations within city jurisdictions.
- Participates in Fire Department's Pre Fire Planning inspections to assure thorough knowledge of buildings within the jurisdiction of the Harlem Fire Department.
- Performs other duties as assigned.

OTHER DUTIES:
- Performs miscellaneous duties which may include conducting fire station tours, raising and lowering the flag, securing station facilities, preparing meals, ordering supplies, laundering clothes, cleaning stations, painting, and maintaining grounds.

- Answers the telephone, provides information, advice, and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

- Substitutes for co-workers in temporary absence of same.

- Continually seeks and explores new ideas for improving his/her job functions and responsibilities; communicates ideas to appropriate individuals for review and consideration.

- Uses variety of office equipment including computers, telephones, and copiers.

- Assists with various City-sponsored events.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the areas covered geographically by the Harlem Fire Department.

- Knowledge of firefighting techniques.

- Knowledge of firefighting apparatus and equipment.

- Knowledge of local, state and federal fire codes.

- Knowledge of National Fire Protection Association guidelines and departmental and city rules, regulations, policies and procedures.

- Knowledge of hazardous materials.

- Knowledge of potential fire hazards.

- Knowledge of first responder emergency medical care.

- Knowledge of building construction and basic mechanics.

- Skill in operating firefighting equipment.

- Skill in operating rescue equipment.

- Skill in interpersonal relations.

- Skill in oral and written communication.

- Ability to act as an effective team member at all emergency incidents involving fire protection and emergency management functions.

- Ability to communicate and effectively work with the general public and school-age children.

- Ability to perform effectively under stressful and adverse conditions.
SUPERVISORY CONTROLS: The Fire Chief assigns work in terms of specific assignments, goals and objectives. The work is reviewed through conferences, reports, and observation of activities.

GUIDELINES: Guidelines include city and department policies and procedures, federal and state laws and regulations, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of standard firefighting activities such as operating and maintaining firefighting equipment and suppression of fire. The broad range of decision-making activities required contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide firefighting and first responder services to citizens, prevent fires, and perform a variety of other standard firefighting activities. Successful performance contributes to the safety of City residents, enhances the quality of life for area citizens, and affects the public image of the City.

PERSONAL CONTACTS: Contacts are typically with the Fire Chief, Assistant Fire Chief, Fire Officers, other department personnel, other City employees, representatives of other government agencies and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, make presentations, and provide services.

PHYSICAL DEMANDS: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and /or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds). The work is typically performed while sitting, standing, walking, bending, crouching or stooping. Primary functions also require sufficient physical ability to work in a fire department setting and an office setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry moderate to heavy weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized firefighting tools and equipment.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather and life-threatening situations. The work requires the use of protective clothing and devices. This position is regularly exposed to reactive emergency, natural or man-made disasters and routine environments with travel from site to site. The employee is regularly exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals, pathogenic substances, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact; and smoke and fire. The noise level in the work environment is usually moderate but may be very loud due to sirens, pumps, and other loud noises.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None. This position has no direct or indirect reports.

MINIMUM QUALIFICATIONS:

- Firefighter I Certification through the Georgia Firefighter Standards and Training Council
- Must meet requirements of OCGA 25-4-8 et seq. and all applicable Georgia Firefighter Standards and Training Council regulations.

- Knowledge and level of competency commonly associated with the completion of a high school or its equivalent, usually interpreted to require a High School diploma or GED.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the position, usually interpreted to require zero to four years of related experience.

- May be required to attain and maintain Hazardous Materials, First Responder, and Cardiopulmonary Resuscitation (CPR) certification.

- Must have a valid Georgia driver's license and be able to obtain a Class 4, non-commercial driver’s license for the operation of fire trucks of the Harlem Fire Department.

- Excellent communication skills; a positive attitude; a strong work ethic; a commitment to providing exceptional service to internal and external customers; and a commitment to work in the spirit of cooperation and collaboration

- Must be able to work nontraditional hours; must be able to respond to on-call emergencies at any time.

PREFERRED QUALIFICATIONS

- Five to eight years of previous experience in a similar role

- Advanced fire certifications

ADMINISTRATIVE: This position is not exempt from the provisions of the Fair Labor Standards Act.

The City of Harlem is an EO/AA/ADA Employer

Harlem is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities.
The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position.

I have read and understand this job description including the minimum qualifications, duties, and responsibilities associated with this position.

_________________________
Print Name

_________________________
Signature

_________________________
Date