

## Union County Fire Department Job Description

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**POSITION TITLE:** Career Firefighter

**REPORTS TO:** Directly reports to Shift Supervisor/Lieutenant. The firefighter may report to the various level of the Fire Department Chain of Command including but not limited to officers at the rank of Captain, Battalion Chief, Deputy Chief, Fire Chief, and EMA Director.

**SUMMARY OF POSITION:** The firefighter is responsible for rapidly, efficiently, and safely performing various duties under emergency conditions frequently involving considerable hazard. The firefighter is responsible for providing comprehensive emergency services within Union County to prevent or minimize loss of life and property as a result of fire or other emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Follow the policies, procedures, and guidelines of Union County Fire Department, Union County Emergency Management Agency, and Union County Government that apply to the firefighter, fire department, and emergency management.
- Follow the Chain of Command and work within the Incident Command System
- Follow orders of superiors
- Function as a member of a shift
- Maintain uniform and personal appearance in accordance with policy, professional standards, and public expectations
- Maintain physical fitness necessary to perform job functions
- Complete training required by the department to be certified as a firefighter or assigned position.
- Complete required recertification, training, and continued education to maintain certifications and skill levels
- Report on time; in proper uniform; and be physically and mentally prepared for work
- Respond to and mitigate emergency situations for which they are requested or dispatched
- Respond to and mitigate non-emergency situations for which they are requested or dispatched
- Provide emergency medical care to patients
- Determine that all apparatus/fire vehicles are in proper mechanical condition
- Determine that the required equipment and supplies are on the apparatus/fire vehicles and that all equipment is in working order
- Report any mechanical failures or potential equipment failure
- Ensure that the apparatus/fire vehicles are clean and kept in an orderly condition
- Drive the apparatus/fire vehicles in emergency and non-emergency mode in a safe and efficient manner using due regard
- Observe traffic ordinances and regulations concerning emergency vehicles
- Park the apparatus/fire vehicles in a safe location in emergency and non-emergency situations.
- Ensure that personal protective equipment is clean and in working order
- Utilize personal protective equipment properly and when required

- Complete required documentation utilizing various types of written and electronic media
- Restock and replace all used supplies
- Clean apparatus/fire vehicles and equipment according to appropriate guidelines
- Clean and maintain fire station, bays, grounds, and living quarters
- Liaise with the law enforcement, ambulance service, and other personnel who respond to emergency situations
- Perform other related duties as required

**EDUCATION AND CERTIFICATIONS:** The following is the minimal requirements. Employees, full time and part time, must complete the minimum training within 12 months of employment.

- High school diploma or equivalent
- Current Georgia EMT- Basic license or higher
- Current Georgia Class F non-commercial driver's license or equivalent driver's license of neighboring state
- NPQ Firefighter I
- Georgia State Certified Firefighter
- Structure Fire Control
- Basic Driver Training Course
- Infection Control
- Hazardous Materials Operations
- Auto Extrication
- NIMS IS 100, 200, 700, 800B

**PUBLIC RELATIONS:** The firefighter has daily contact with other firefighters, patients, families, bystanders, visitors, law enforcement, other public safety personnel and the general public. The firefighter must be able to communicate in an effective, intelligent, and professional manner and must have good interpersonal skills to interact in an appropriate, non-judgmental manner with various personalities. The firefighter must also be able to communicate clearly and effectively, both orally and in writing.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:** The firefighter must know the function and operation of firefighting, medical, and rescue equipment utilized by Union County Fire Department. The firefighter must know the safe operation of the apparatus, other fire vehicles, supplies, and equipment utilized by the department. The firefighter must have the manual dexterity to handle and manipulate all apparatus, fire vehicles, supplies, and equipment.

**WORK CONDITIONS AND ENVIRONMENT:** The firefighter functions in uncommon situations often within a stressful, chaotic environment. The firefighter must have a basic understanding of stress response and must demonstrate emotional stability and organizational skills necessary to meet the demands of a stressful environment.

The firefighter may be exposed to hazardous conditions; extreme temperatures; combative patients; communicable and infectious diseases; chemical, biological, or radiological agents. The firefighter may be subject to cuts, punctures, electrical shock, muscle strains, fractures, burns and other possible injuries. The firefighter must be able to work in low light areas; confined

spaces; on uneven terrain; various Immediately Dangerous to Life or Health (IDLH) environments; high traffic highways and roads; and wilderness.

**PHYSICAL DEMANDS:** The firefighter will be utilizing personal protective equipment that adds additional weight and restrictions. The firefighter must be in good general physical condition. The firefighter must be able to sit, stand, walk, crawl, run, stoop, jump, climb, lift, bend, extend, and flex. The firefighter must be able to lift, operate, and move fire equipment. The firefighter must be physically able to perform rescue skills and tasks including lifting and moving victims both conscious and unconscious. The firefighter must be able to don, doff, and perform essential tasks in personal protective equipment such as turnout coat, turnout pants, boots, gloves, helmet, hood, goggles, self-contained breathing apparatus, mask, personal floatation device, wildland pants, wildland shirt, wildland helmet, safety vest, medical gloves, medical gown, medical masks, medical goggles, and other personal protective equipment deemed necessary for operations.

The firefighter must complete a physical agility test annually as set forth by Union County Fire Department policy and approved by The Georgia Firefighter Standards and Training Council.

**PROFESSIONAL ATTRIBUTES:** The firefighter must have the following attributes:

- Problem solving skills
- Adaptability
- Good work ethic
- Good attitude
- Dependable
- Knowledgeable
- Loyal
- Respectful
- Efficient
- Trustworthy
- Accountable

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Employee's Signature

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Supervisor's Signature

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Date

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Date