

City of Bluffton

Job Description

Job Title: Firefighter (Part-Time)
Department: Fire Department
Reports To: Deputy Chief
FLSA Status: Nonexempt
Last HR Review: September 2016

Principal Function: The Firefighter serves as the principal hands-on labor in performing duties in both emergency and non-emergency situations related to fire protection, emergency medical services, hazardous materials response, and emergency management delivery.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Responds to emergency calls, while on duty, conducts scene size-up and applies established emergency medical services and rescue procedures while utilizing the correct equipment and life-saving methods to include: search and rescue, ventilation, fire suppression, and overhaul activities in order to save lives, protect citizens and/or property, all while maintaining a high level of safety.
2. Cleans ropes, hoses, personal protective equipment (PPE), tools, equipment, and apparatus.
3. Completes a variety of housekeeping, building, and ground duties as required to maintain and clean facilities.
4. Meets no less than the departmental minimum training and station coverage percentage standards.
5. Participates in fire safety and public awareness activities designed to educate the public, while on duty.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan. When signed up to fill shift vacancies be committed to show up on time.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

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- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Education and/or Experience: High school diploma or general education degree (GED). Firefighter I and II certifications are required. Previous Firefighting experience is required.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- A practical working knowledge of Fire Department policies, procedures, philosophy, guidelines and goals, and the ability to apply and support them is required.
- A thorough knowledge of the locations of and the ability to apply the proper use of firefighting tools and equipment is required.
- A comprehensive knowledge of the geography of the City and County is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to prepare and review reports is required.
- Hazmat awareness and operations training is required.
- Minimum of Emergency Medical Responder certification is required.
- National Incident Management System (NIMS) 100, 200 and 700 certifications are required.
- Firefighter Rescue and Survival Certification is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required.

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 duties and responsibilities.

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and lift and/or move up to 25 pounds. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl; smell; and lift and/or move more than 100 pounds with the use of an assistive device.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; risk of electrical shock; exposure to fumes or airborne particles; toxic or caustic chemicals; exposure to humid condition (non-weather); extreme cold (non-weather); extreme heat (non-weather); and may work in high precarious places. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include but not limited to: structural turnout gear (coat & pants), structural fire boots, fire helmet, protective firefighting hood, appropriate gloves, SCBA (Self Contained Breathing Apparatus), safety glasses, safety vest/shirt.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. It also requires the ability to drive Fire Department vehicles. Thus, a valid driver's license is required.