



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Firefighter (Non-Certified)**

**Department:** Public Safety

**Pay Grade:** 1-PS

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position is an entry level position, which may or may not possess a current fire fighter certification by the State of Georgia, that performs firefighter functions. Work involves specialized responsibilities in fire prevention, fire suppression, rescue, and basic emergency medical treatment.

#### **ESSENTIAL JOB FUNCTIONS**

- Responds to various types of emergencies such as fires, accidents, medical emergencies, hazardous material incidents, explosions, and natural catastrophes; drives fire and emergency medical vehicles to the scene of an emergency.
- Utilizes a variety of firefighting equipment to contain and extinguish exterior and interior structural fires or to resolve other emergencies; operates pump and auxiliary equipment; lays and connects hoses; operates nozzles; directs fog, chemical, and water streams; ensures that proper water pressure is available; ventilates burning buildings; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and related equipment; performs salvage operations; removes debris; and operates equipment required for technical rescue, including hydraulic tools, rope rescue equipment, rescue saws, etc.
- Performs search and rescue operations at the scene of a fire or emergency; extricates people from vehicles; obtains baseline vitals including blood pressure, pulse, blood glucose level, respirations and oxygen saturation; administers first aid to injured or sick persons; and provides pre-hospital medical care.
- Inspects, tests, cleans, and maintains station equipment and vehicles; reports safety hazards or maintenance problems to Station Officer; and performs preventive maintenance on vehicles and equipment.
- Performs building maintenance, ground maintenance, and general custodial work at fire station.
- Prepares, completes, maintains, and submits reports and logs pertaining to shift activities.

- Performs fire prevention duties including pre-fire plans to determine the physical layout and hazards of businesses; inspects business to determine compliance with applicable fire codes and ordinances; reports code violations and ordinance.
- Performs hydrant inspections and maintenance; checks and measures water flow and static pressure; cleans area around hydrant for easy access; and lubricates and paints hydrants as needed.
- Conducts fire prevention and safety educational classes; completes and issues burn permits.
- Participates in in-service training programs, certification classes, and drills as required.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Requires High School diploma or equivalent (prefers Associate Degree in Business or Fire Science); and
- Prefer previous experience in firefighting and basic emergency medical care; or
- Equivalent combination of education and experience.

### **Licenses or Certifications:**

- Valid Georgia state driver's license.
- Obtain and maintain Georgia state driver's license for operation of all department fire apparatus/vehicles within twelve (12) months of hire.
- Satisfactory Motor Vehicle Record (MVR).
- Must obtain certification as a Firefighter by the State of Georgia within twelve (12) months of hire.
- Must obtain certification as a Georgia Emergency Medical Technician Intermediate or Advanced within twenty-four (24) months of hire.
- Must obtain cardiopulmonary resuscitation (CPR) certification.
- Able to complete annual re-certification hour requirements for Georgia as a Certified Emergency Medical Technician Intermediate or Advanced, or Paramedic.

### **Special Requirements:**

- No felonies in past ten (10) years.
- Successfully pass: drug and alcohol screen; psychological assessment.
- Meet and maintain the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) medical and physical fitness requirements.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course or equivalent within twelve (12) months of hire.

### **Knowledge, Skills and Abilities:**

- Knowledge of the risks involved in fighting fires.
- Knowledge of basic emergency medical procedures, techniques, and equipment.
- Knowledge of basic firefighting procedures and practices.
- Knowledge of the geography of the City and the ability to become familiar with all City roads and highways.

- Skill and dexterity in operating fire vehicles, apparatus, and life rescue equipment including ladders, hoses, pumps, and other assigned equipment.
- Ability to understand and follow detailed oral and written instructions.
- Ability to follow established safety rules and departmental policies and procedures.
- Ability to analyze situations and initiate appropriate course of action.
- Ability to react quickly and calmly while under pressure in emergency situations.
- Ability to learn assigned territory including principal buildings, streets, fire hydrants, and alarm boxes.
- Ability to prepare and maintain accurate reports and records.
- Ability to establish and maintain effective working relationships with City employees, volunteers, City officials, various agencies and the general public.
- Ability to drive and operate the department's assigned vehicles, tools, and equipment in a safe and efficient manner.
- Ability to work in extreme weather and hazardous environmental conditions; to climb ladders and work at considerable heights.

### **PHYSICAL DEMANDS**

The work is very heavy work and requires exerting: in excess of 100 pounds of force occasionally; in excess of 50 pounds of force frequently; and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

The work is performed: primarily indoors, in vehicles, and in outdoor settings; under various weather conditions and extreme temperatures; during day and night times; under emergency conditions with such handicaps as limited visibility and lighting conditions, exposure to hazardous/toxic chemicals/gases, cramped surroundings, and confined spaces; under possible death, emotional stress, trauma, contagious disease, and terminal illness circumstances; with possible exposure to smoke, noxious odors, fumes, toxic a/o caustic chemicals, and air-borne particles; with possible risk of electrical shock or falling objects; near moving objects; in high, precarious places or under low overheads; and with noise level varying from quiet office settings to loud emergency scenes. Work schedules vary. Employee may be required to wear protective clothing that may include but not limited to include structural firefighting gear, hazardous material suit, head protection, eye protection, hearing protections, respiratory protection including a self-contained breathing apparatus, rescue harnesses, flotation devices, gloves and boots.

***Fayetteville, GA has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

*The City of Fayetteville, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*