

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR99
FLSA:	NE
WC:	7704
EEO:	4

CLASSIFICATION TITLE: Firefighter – Part-Time

PURPOSE OF CLASSIFICATION

The purpose of this classification is to skillfully control and extinguish fires often under hazardous conditions protecting life and property while maintaining assigned equipment. Responsibilities include making initial command decisions as first on scene at emergency situations; performing an assortment of duties in administering first-aid treatment and transporting sick/injured persons to medical facilities when necessary; operating vehicle, preparing reports, conducting general housekeeping activities, etc.; exercising good judgment when dealing with patients and in various fire/emergency situations; and striving to ensure prompt response to emergency calls. Reports to assigned officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responds to fire alarms and other emergency calls with fire engine, ladder truck, and/or rescue equipment and perform firefighting duties to include fire suppression, performing rescue missions, creating openings in buildings for ventilation or entrance, performing salvage operations, and administering emergency medical care to injured persons and those overcome by fire and smoke.

Inspects buildings for prefire plans and fire prevention violations; performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds; participates in training, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques. Participates in regular fire training classes and attends classes in firefighting, rescue, first-aid, fire prevention, equipment maintenance, etc.

Drives and operates firefighting/EMS vehicles and related equipment, and completes fire reports and state required EMS reports.

Responds to instructions from dispatcher and drives specially equipped emergency vehicle to specified location notifying appropriate related agencies as needed.

Accesses victims/patients to include extricating victim(s) from vehicles, determines nature and extent of illness or injury to begin examination of victims(s) and employ knowledge of emergency medical practice; lifts and carries accident victims/patients as required; uses "universal precautions when treating patients/victims as prescribed by OSHA guidelines.

Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victim(s) at treatment facility.

Administers prescribed emergency medical treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation.

Maintains fire/emergency vehicles and medical and communications equipment and replenishes first-aid equipment and supplies as necessary.

Assists in fire investigations as required.

Performs routine inspections of assigned district to ensure thorough knowledge of city streets, alleyways, and buildings.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

High School diploma (or GED). Prior to employment, applicant must: (1) be at least 18 years of age, (2) not have been convicted of a felony crime in the past ten years, (3) be of good moral character as determined by state authorities, (4) be in good physical condition as determined by medical examination, and (5) applicant must meet minimum physical fitness requirements of the Fire Fighter Professional Qualification Standard as published by the National Fire Protection Association and, (6) must submit to a drug screening test as outlined by City Policy, (7) must pass the department's physical ability test. (8) Georgia Firefighter Certification or NPQ I or II Certifications required. (9) State of Georgia EMT-Intermediate Certification required. (10) Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. Must possess good knowledge of City geography and related laws, ordinances, rules, and regulations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of firefighting/EMT machines, equipment, and/or tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of 125 pounds at least one hundred feet.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information related to firefighting. Includes giving assignments and/or directions to other members or assistants.

Language Ability: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with firefighting equipment and tools.

Motor Coordination: Requires the ability to coordinate hands and eyes in using firefighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, firefighting equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions related to firefighting. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting basic architectural drawings/diagrams in an emergency situation. Must be adaptable to performing under considerable stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of polices, procedures, and activities of the department. Has thorough knowledge of firefighting and emergency medical practices as necessary in the completion of daily responsibilities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Keeps abreast of any changes in policy, methods, computer operations, equipment needs and policies, etc. as they pertain to departmental operations and activities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, other members and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends required training meetings and alarms regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to superior officer with respect to absence or tardiness to required training classes or other assignments.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment. Is able to use independent judgment in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and for mutual and City benefit. Contributes to maintaining high morale among all- City employees. Develops and maintains cooperative and courteous relationships with department staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with assigned station officers, the Fire Chief, City Administrators, other professionals, and the public.

Time Management: Performs daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.