

City of Dayton
Fire Department
Entry Level Firefighter Job Description
July 1, 2005

Purpose of Job:

The purpose of this job is to perform specialized duty work functions in preparing for and responding to fire/medical emergency calls and in providing general support within the Fire Department. Duties and responsibilities include maintaining readiness for emergency call response; responding to fire, medical, and related emergency calls when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks related to City and Fire Department activities.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Responds to emergency calls for fire, medical, and other emergency situations. Removes individuals from dangerous/hazardous situations. Performs all activities necessary to suppress/extinguish fires. Assesses emergency medical problems and performs prescribed treatment as outlined and authorized under Tennessee First Responder guidelines. Performs code enforcement, pre-fire surveys and building inspections; issues burn permits; maintains hydrants; provides education to the public on fire safety/prevention; provides tours of fire station facilities. Cleans/maintains fire stations, grounds, apparatus and other equipment; makes minor repairs/adjustments to apparatus and equipment. Operates machinery, equipment and light motor vehicles; ensures appropriate maintenance; may operate specialized fire vehicles/equipment (fire engines, ladder trucks, pumps, etc.) with sufficient experience and training. Receives and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate. Responds to routine requests for information from officials, employees, and members of the staff, the public or other individuals. Participates in and conducts training classes. May be required to fill in for a firefighter of a higher grade or rank on a temporary basis, but not to exceed 30 continuous shifts and perform related duties as required. May be required to perform other duties as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions:

Requires successful completion of Fire Department Emergency Driving Course and must attain Tennessee First Responder level of medical care within twelve months of date of employment. Requires attainment of State Firefighter certification as a Firefighter I within eighteen months of date of employment. The employee must maintain valid Tennessee Driver's License at all times after employment. The employee

must pass the annual physical ability test within the required time at least once annually.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS:

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange administrative, firefighting and emergency medical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Certified Firefighter. Requires the ability to write reports 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 a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Certified Firefighter.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

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

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width, and shape, visually with supplied equipment.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, 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 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 (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Certified Firefighter.

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).

KNOWLEDGE OF JOB:

By the end of the employees' first year of employment will have considerable knowledge of the policies, procedures, and activities of the Fire Department practices as they pertain to the performance of duties relating to the job of Certified Firefighter. Will have considerable knowledge of Fire Department practices as necessary in the completion of daily responsibilities. Will know how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Will know how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to

departmental operations and activities. 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. Is able to use independent judgment and work with little direct supervision when necessary. 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. Will be knowledgeable and proficient with computers.