



**Firefighter Job Description**

**1. Position Objectives**

- 1.1 Under the general supervision of a Fire Captain, Fire Lieutenant or designee, performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness and emergency medical services for the protection of life and property for municipalities, airports and private industry.

**2. Essential Job Functions**

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
  - 2.1.1 Performs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery and Rapid Intervention activities.
  - 2.1.2 Performs exterior structural firefighting activities, initial command and control operations, defensive fire operations, fills incident support functions including rehab, staging and Public Information Officer (PIO) commensurate with the needs of the incident.
  - 2.1.3 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
  - 2.1.4 Performs Emergency Medical Service (EMS) work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols; lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
  - 2.1.5 Completes accurate and timely Basic Life Support (BLS) patient care reports, incident reports, and maintenance/repair requests.
  - 2.1.6 Drives and operates emergency services apparatus to and from alarms; operates and monitors fire pumps used in suppression activities, secures water supply, monitors crew safety, monitors and tracks equipment location and uses to ensure intact inventories after each emergency response.
  - 2.1.7 Drives and operates all classes of vehicles used by the district; operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
  - 2.1.8 Performs non-emergency activities including, but not limited to, drills, training, building inspections and participates in fire prevention programs, public education and public relations activities.
  - 2.1.9 Performs minor maintenance on apparatus, stations and equipment and assists with project and program work.

- 2.1.10 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
- 2.1.11 Subject to 24 hour shifts, emergency call in and mandatory overtime as required.
- 2.1.12 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, 24 hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.13 Performs other duties as assigned.

## 2.2 PARAMEDIC OPTION:

- 2.2.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls.
- 2.2.3 Performs all functions of Firefighter/EMT.

## 3. Knowledge , Skills and Abilities

- 3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.
- 3.2 Knowledge of:
  - 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
  - 3.2.2 Benton/Franklin counties Pre-Hospital Patient Care Guidelines.
  - 3.2.3 Applicable safety procedures, practices and industry standards.
  - 3.2.4 Modern office practices, methods, procedures and equipment.
  - 3.2.5 Record-keeping principles, procedures and techniques.
  - 3.2.6 Health and safety laws, regulations and policies applicable to assigned tasks.
  - 3.2.7 Education and training related to industry standards, state requirements and career development.
  - 3.2.8 Mechanical systems and reasoning; machines and tools, including their designs, uses, repair and maintenance.
  - 3.2.9 Building construction relating to fire behavior and operational safety.
  - 3.2.10 Administration and management as it relates to the organizational structure and operation of the fire district.
  - 3.2.11 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards and emergency response.
  - 3.2.12 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.

### 3.3 Skills and Abilities

- 3.3.1 Ability to read and write at a minimum high school level.
- 3.3.2 Learn, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures in accordance to assigned tasks.
- 3.3.3 Follow oral and written instructions.
- 3.3.4 Observe legal and defensive driving practices.
- 3.3.5 Understand and work within scope of authority.
- 3.3.6 Comply with safety standards and regulations.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- 3.3.9 Demonstrate complex problem solving under pressure, use sound judgment and decision making and deductive reasoning.
- 3.3.10 React to complex and changing work environments in a timely manner.
- 3.3.11 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.12 Be an active learner; understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.13 Maintain certifications applicable to the position.
- 3.3.14 Carry his/her fair share of the daily work load, be pro-active and take corrective action on issues before being asked, and when appropriate.
- 3.3.15 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.16 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.17 Operate a variety of modern office equipment and personal computers in a computing based environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.18 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.19 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- 3.3.20 Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- 3.3.21 Assist in training of a variety of personnel within the fire service.

### 4. Education and Experience Requirements

- 4.1 High school diploma or equivalent.
- 4.2 Personnel are not allowed to serve in an “acting” role unless they have successfully passed the most recent promotional test process and are on the eligibility list for promotion. In addition, personnel serving their probationary time at a current rank will not serve in an “acting” role higher than their current rank.

## **5. Licenses, Certifications and Other Requirements**

### **5.1 Required Licenses and Certifications**

- 5.1.1 Valid Washington State driver's license.
- 5.1.2 Successful completion of entry level testing process.
- 5.1.3 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic.
- 5.1.4 Certified to wear a respirator at SCBA level.
- 5.1.5 IFSAC Firefighter I is required within the first year of employment based on the schedule of testing for this level.
- 5.1.6 IFSAC Firefighter II certification is required within the first year of employment based on the schedule of testing for this level.
- 5.1.7 IFSAC Hazardous Materials Awareness and Operations are required within the first year of employment based on the schedule of testing at those levels.
- 5.1.8 Wildland Firefighter II certification is required within one (1) year of hire date.
- 5.1.9 Washington State Emergency Vehicle Accident Prevention (EVIP) certification is required within one (1) year of hire date and prior to driving fire district vehicles in the 'emergency' mode.

### **5.2 Desired Licenses and Certifications**

- 5.2.1 College degree, regardless of area of study, but prefer fire science or emergency services field. The college degree can be either an associate's or bachelor's degree or higher.

## **6. Competencies**

### **6.1 Foundational**

- 6.1.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.1.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.1.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.1.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates

well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- 6.1.5 **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **7. Working Conditions and Selection Guidelines**

### **7.1 Working Conditions**

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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 functions.

#### **7.1.2 Environment:**

- 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
- 7.1.2.2 Work in an office setting at a computer and/or plan review desk for long periods of time.
- 7.1.2.3 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.
- 7.1.2.4 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
- 7.1.2.5 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness).
- 7.1.2.6 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- 7.1.2.7 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- 7.1.2.8 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
- 7.1.2.9 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation
- 7.1.2.10 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- 7.1.2.11 Occasional contact with un-insulated or unshielded electrical equipment.
- 7.1.2.12 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- 7.1.2.13 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, with frequent interruptions.

#### **7.1.3 Physical Demands:**

- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
- 7.1.3.2 Operate standard equipment for assigned tasks.
- 7.1.3.3 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.4 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance of others using appropriate lifting techniques and equipment.
- 7.1.3.5 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.6 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.7 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.8 Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- 7.1.3.9 Hear and speak well enough to communicate in person, before a group, over a radio and over the telephone.
- 7.1.3.10 Corrected vision to read print, maps and a computer screen.

7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.
- 7.2.3 To be considered for the position of Firefighter, candidate must have a passing grade of 70% on each portion of the examination process. Failure to achieve 70% on any portion of the examination process will immediately disqualify a potential candidate.

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

**Printed** William H. Whealan Jr.

**Signed** 

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