



TEXAS TOWNSHIP FIRE DEPARTMENT

POSITION DESCRIPTION: FIRE FIGHTER

CLASS TITLE:	Firefighter	JOB CLASS:	Hourly, Non-Exempt
DEPARTMENT:	Fire	JOB STATUS:	Full-Time, POC, PT
REPORTS TO:	Fire Captain	EFFECTIVE DATE:	DRAFT
APPROVED BY:		AUTHORIZATION DATE:	

NATURE OF WORK

Under the general supervision of the Fire Captain or his/her designee, the employee is responsible for extinguishing fires, responding to emergency calls, and performing emergency medical techniques to protect and minimize the loss of life and property. The employee assists in the mitigation of critical incidents and serves as an additional safety measure for events held in the township. Assignments are received and carried out with a degree of independence within the established department guidelines.

The work involves an element of personal danger, and the employee must use considerable judgment, initiative, and skill in a variety of emergency situations. Work is performed in collaboration with other staff and under the general direction of the Fire Captain, but independent judgment and ingenuity must be used in accomplishing departmental objectives within the established timeframes. Firefighters with status of Paid-on-call, may be required to work a set minimum hours per work period (currently 28-day work period).

Work also involves continuous training; apparatus, equipment, building and grounds maintenance as scheduled or directed; inspections, public education, and related fire protection activities. The employee shall support and follow the policies, rules, and regulations of the Texas Township Fire Department.

Additionally, this position requires excellent interpersonal communication skills when interacting with the public.

ESSENTIAL DUTIES & RESPONSIBILITIES

This job description should not be construed as an exhaustive list of duties and responsibilities performed by people assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.

- Performs job duties adequately, properly, and in a timely manner; follows department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and always follows the adopted policies and procedures.
- Responds to emergency calls and performs emergency work in both fire and non-fire situations, both while on duty or when called to respond; performs emergency medical techniques at scene and prepares follow-

up reports on calls.

- Performs routine maintenance and cleanliness of stations and grounds; performs a variety of housekeeping and maintenance duties in and around the fire station .
- Performs periodic apparatus checks and ensures apparatus and equipment are ready for emergency response. Cleans, maintains, and services fire equipment after use as a readiness procedure or on a general maintenance basis.
- Participates continually in educational programs, training and practice drills; participates in continuing education requirements to maintain required certifications. Participates in scheduled training with other department members on apparatus, equipment, EMS, rescue, fire suppression and related subjects.
- Ensures that all required or requested reports and records are promptly completed and filed.
- Maintains personal safety.
- Report neglect of duty or inefficiency to a command officer.
- Report disrespectful behavior to a command officer.
- Physically fit to meet the 14 essential job functions as listed in NFPA1582 and 1583.
- Participates with crew in pre -incident surveys.
- Attends meetings and participates in committee/section responsibilities as directed.
- Ensures appropriate paperwork is completed for requests for purchase and/or service orders.
- Participates in the mitigation of critical situations.
- Skillfully participates in the driving, use, care and maintenance of apparatus, equipment, and property to ensure they are operational and ready for emergencies.
- Preserves, to the extent possible, the conditions indicating the cause of fire and communicates to the Fire Marshal.
- Performs other related duties as assigned.

EDUCATION / WORK EXPERIENCE/CERTIFICATIONS/LICENSES

The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Education, Training, Experience:

- High School Diploma or equivalent.
- Preferred: Associates degree or Bachelor's degree
- Any combination of education, training, and experience that indicates possession of knowledge, skills, and abilities to perform essential functions.

Licensing and other requirements:

- Possess and maintain throughout employment:
 - Michigan Firefighter I and II certification or equivalent
 - Michigan MFR/EMR Certification
 - Preferred: Michigan EMT License/Certification
 - Valid State of Michigan Driver's License, a satisfactory driving record must be maintained throughout employment.
- Minimum of three (3) years related experience or combination of training/experience that possess the skills, knowledge, and abilities for this description or that of a Firefighter.
- Must live within a 30 -minute reporting time or within 20 miles to the border of Texas Township, or ability

to relocate within the first year of employment.

- Must meet the designated standards appropriate to this classification.

KNOWLEDGE, SKILLS & ABILITIES

The statements below are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

An employee in this class should have the equivalent of the following knowledge, training, and experience:

- Thorough knowledge of modern firefighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.
- Thorough knowledge of the use, care, and operation of a variety of firefighting equipment and apparatus.
- Thorough knowledge of departmental rules and regulations.
- Considerable knowledge of the geography of the township, including the location of the principal buildings, fire hydrants, and streets.
- Initiative and resourcefulness in handling difficult and/or stressful problems.
- Thorough knowledge of National Fire Protection Association (NFPA) codes, local, municipal, and state ordinances/laws pertaining to the Fire/EMS fields.
- Articulate and present a positive professional image.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Maintain tact and courtesy when interacting with the public and employees.
- Communicate well both verbally and in writing.
- Possess strong organizational, time management, and multi-tasking skills.
- Skills in performing prehospital medical care, such as performing CPR, artificial ventilations, oxygen administration, basic airway management, defibrillation using an AED, spinal immobilization, monitoring of vital signs and bandaging/splinting.
- Ability to observe situations objectively, and report and record them clearly and accurately.
- Physically and mentally capable of performing all the duties of the classification.
- Ability to maintain records and compile data for reports on matters related to firefighting and emergency response.
- Ability to coordinate and manage multiple tasks and meet timetables for completion.
- Ability to communicate effectively in the English language, and present ideas orally and in writing.
- Skill in effectively using office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to react quickly and effectively to emergency situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Ability to consistently demonstrate sound ethics and maintain confidentiality of information.

TOOLS AND EQUIPMENT UTILIZED

The Tools and Equipment utilized described here are representative of those an employee encounters while performing the essential functions of the job and is not meant to be an all-inclusive list.

Emergency medical equipment/devices, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, tablet and phone. Must be comfortable with Microsoft Office products, fire related software, and other software/databases.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 150 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and occasionally night shifts. Work is often performed in emergency and high stress situations including, but not limited to; fighting fires and hazards associated with firefighting and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

While performing the duties of this job, the employee is regularly required to talk, hear, view, and create documents; problem solve and make decisions; read, reason, write, and verbally communicate with constant interruptions. They will have contact with other professionals (i.e. attorneys, government leaders, planners, contractors, engineers, architects, etc.) and contact with the media.

The Charter Township of Texas values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate based on race, sex, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability or any other basis prohibited by federal, state or local laws.