

## JOB DESCRIPTION

# City of Garden City, GA

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



<b>Job Title:</b> <b>Firefighter</b>
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**Department:**     **Fire**

**Pay Grade:**        **107**

**FLSA Status:**     **Non-Exempt**

### JOB SUMMARY

This position, under direction, performs highly responsible work involving the prevention and suppression of fires, and skilled Emergency Medical Technician lifesaving and technical emergency medical services work in the field. This position is responsible for responding to emergency situations and assisting in the control and resolution of the situation. This position also participates in fire prevention and safety activities, and education. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, inspecting and maintaining fire apparatus equipment, conducting station tours, serving as apparatus driver, and performing additional tasks as assigned within the scope of established Fire Department rules, regulations and procedures. The exercise of considerable independent judgment and initiative is expected in all emergency situations with the objective to prevent and minimize injury and/or the loss of life and property.

### ESSENTIAL JOB FUNCTIONS

- Responds to fires and performs fire suppression activities, using firefighting equipment and techniques, i.e. Nozzle operation, directing fire stream and building ventilation.
- Rescues victims from fire, vehicles, drowning, accidents and other harmful conditions; performs duties in compliance with all lifesaving policies and procedures as they apply to the Emergency Medical Technician.
- Responds to emergency calls to administer first-aid to injured or afflicted persons; stabilizes patients for transport; performs Cardiopulmonary Resuscitation (CPR); administers spinal and cervical immobilization; verifies vital signs; evaluates patient's status; and assists Paramedics with medical treatment.
- Communicates radio information.
- Performs rescue, salvage and overhaul operations.
- Assists in fire drills and mock disasters, including set-up and evacuation.
- Participates and assists in training.
- Tills back of ladder truck as necessary.
- Prepares pre-fire plans.
- Assists in hydrant plug, and line maintenance.
- Performs housekeeping and grounds maintenance duties.
- Conducts station tours.
- Assists in completing reports.
- Performs public relations duties, including education and community outreach.
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

High school diploma or an acceptable equivalency diploma (GED); and two (2) years of firefighting experience; or any equivalent combination of education and experience.

### **Special Qualifications:**

Must possess a valid Georgia B Driver's license. Must complete specialized training in the field of firefighting with certification as a Firefighter I and II awarded as outlined under Georgia Firefighting Standards and Training Act. Must have or obtain Emergency Medical First Responder within twelve (12) months from the date of hire.

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

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state, and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organizes, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 24 hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.
- Ability to be held accountable for inventory/property management.

- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment or water plants.

### **PHYSICAL DEMANDS**

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or 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:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORK ENVIRONMENT**

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

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Employee Signature and Date Received