


East Lake Tarpon Special Fire Control District

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|  | <i>SOP 202 Job Description-Firefighter</i> | |
| | Implementation Date: 11/2000 | Revision Date(s): 05/27/2014 |
| | | Reviewed Date(s): |
| | Forms or Attachments: None | |

POSITION TITLE: Firefighter

IMMEDIATE SUPERVISOR: Lieutenant

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Hired by Fire Chief

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

The primary responsibility within this classification is for this position is the protection of life and property. Work associated with this job classification requires an understanding of fire science, including; hazardous materials, fire suppression techniques, technical and special operations.

Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. Work is reviewed through observations, reports submitted and results obtained.

An employee serving in this capacity will need to have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus.

In addition, a firefighter may serve as an acting Driver/Engineer after completing their initial probationary period, completion of the required acting Driver training program, successfully completing an accredited 40 hour pump class and have a current EVOC class of 16 hours. Further, a firefighter may serve as an acting Lieutenant after completing their initial probationary period, completion of the required acting Driver Engineer program, completion of the required acting

Lieutenant program, three years of experience as a professional firefighter, and possession of the Florida Fire Officer I certification. An employee cannot begin the acting Driver training program, or acting Lieutenant program until they have completed their probationary period.

Employee must maintain current levels of EMT or Paramedic certifications.

Essential Functions:

- Maintain professional, courteous, and respectful working environment with assigned personnel.
- Consistently display a professional, courteous, and respectful image to the public.
- Consistently display a professional appearance as described in District SOP.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur, some involving hazardous and/or high stress situations.
- Respond to all incidents with company as required.
- Perform scene activities such as, but not limited to, directing fire streams, raising and lowering ladders, ventilation, search, rescue, overhaul, and EMS functions.
- Conduct emergency and non-emergency operations as assigned to include but not limited to firefighting, disaster relief, hazardous materials control, extrication, and medical emergencies.
- May request additional resources for control of an incident as required.
- Participate in pre-incident and post-incident analysis with company.
- Perform work activities in a safe and careful manner, with a high level of safety awareness.
- Assist the Lieutenant with the planning of activities of the crew.
- Attend company drills and recertification classes in the station and throughout the district and county as required. In addition, may assist with company instruction if required.
- Participate in job related classes, specialized training, and committee work.
- Attend work on a continuous and regular basis.
- May drive and operate departmental equipment and apparatus.
- Prepare and provide written and/or oral reports during and after emergency incidents, broken/lost equipment forms, accident forms, and injury forms.
- Maintain necessary records, reports on all assigned duties.

- Maintain confidential information and records in a consistent manner.
- May present reports, both written and oral, to superior officers and crew.
- With company, make periodic inspections of buildings within the district for compliance with fire prevention laws and practices.
- Participate in public education as required.
- Perform apparatus, equipment, station inspections, and maintenance to ensure proper operational readiness.
- Complete assigned tasks within and around the station.
- Establish goals and objectives that are consistent with District goals and objectives
- Understand and follow District Policies and Procedures.
- Possess a working knowledge of the Local 1158 Union Contract.
- Possess a working knowledge of the Pinellas County 600 Series.
- Possess a basic knowledge of the geography of the District, location of fire hydrants, and major fire hazards.
- Keep Lieutenant fully informed on all matters pertaining to the department as well as its needs and requirements.
- Keep coworkers informed of changes in areas such as, memo's, safety concerns, and on all matters that concern them.
- May coordinate special projects essential to operations as assigned.
- Adhere to local and state rules governing Basic Life Support (BLS) for EMT's, and Advanced Life Support (ALS) for Paramedics.
- Proficient in patient care using BLS procedures and equipment for EMT's, and ALS procedures and equipment for Paramedics as defined in Pinellas County MOM.
- May assume the duties of a Driver Engineer in an acting capacity.
- May assume the duties of a Lieutenant in an acting capacity.
- Perform other job related duties that are consistent with assigned responsibilities.
- Perform other related duties as assigned.

***This section of the job description is not intended to be a comprehensive list of duties and responsibilities for the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

Minimum Qualification Requirement:

- a. **As to knowledge, skills, abilities, and other attributes:**
- Ability to develop and maintain effective working relationships with superiors and coworkers.
 - Ability to communicate verbally, effectively, accurately, and appropriately.
 - Ability to effectively communicate through writing in a clear and organized manner.
 - Ability to learn and apply a wide variety of firefighting and related procedures and skills.
 - Annually meet National Fire Protection Association 1582 Medical Evaluation Standard, and attain a Fitness Classification score of 39 as established in the District's Physical Fitness Assessment.
 - Ability to remain calm and react quickly in emergencies.
 - Possess and maintain a valid Florida Driver's license
 - Ability to become Pinellas County certified EMT or Paramedic within six months.
- b. **As to Schooling, training, and experience:**
- Graduation from high school or possession of an acceptable equivalency diploma.
 - State of Florida certification as a firefighter.
 - State of Florida certification as an EMT or Paramedic (Paramedic preferred).