

Sergeant

Reports to: Company Officer or House Captain
Supervises: Station
Status: Regular Full-Time
FLSA Status: *Non-Exempt*



General Definition of Work

This position requires a professional attitude and ability to maintain composure under sometimes difficult or stressful circumstances. The person in this position will be assigned to a 24-hour shift, must be trained and ready to respond to emergency situations involving fire, medical emergencies, hazardous materials or special rescues, and must be ready to provide support to fire prevention efforts. Work is performed under the limited supervision of the Company Officer or House Captain. Divisional oversight is exercised over Firefighter/EMT. May function as the Company Officer in his/her absence.

Knowledge, Skills and Abilities

A Sergeant shall maintain a working knowledge of:

- Department SOGs, Procedures and Correspondence
- Comprehension skills in EMS protocols, fire and EMS reporting, work orders, discipline paperwork, department logs, Incident Command System, NIMS, supervisory techniques
- District organizational structure and functions
- Fire suppression theories, methods and procedures, fire strategies and tactics
- Fire prevention and inspection procedures
- Hazardous materials
- Engine, tender and aerial ladder operations
- Radio communication procedures
- Planning and program evaluation
- News media communication
- Fire investigation methods and procedures
- Water supply as it relates to fire suppression

Position Responsibilities and Job Performance Requirements:

- Counsels personnel on ways to improve performance. Initiates recommendations for commendations and discipline.
- The Sergeant sets a value driven and mission focused servant leadership example.
- Assumes duties and responsibilities of other members of the Department as directed.
- Shall maintain order and discipline in their command at all times.
- Monitors activities to ensure Departmental Safety Guidelines and Procedures are followed.
- Responsible for documenting and reporting injuries, accidents, lost or damaged equipment, and any related activity associated with the overall direction and management of the station.
- Provides and oversees applicable instruction in personnel regarding firefighting procedures, strategy and tactics, EMS, rescue, and hazardous materials.
- Ensures compliance with the Department Physical Fitness Program.
- Ensures receipts and invoices are forwarded for processing.
- Will conduct training as assigned.

Sergeant

Reports to: Company Officer or House Captain
Supervises: Station
Status: Regular Full-Time
FLSA Status: *Non-Exempt*



Education and Experience

- Fire Officer Strategy & Tactics
- Driver Operator
- Instructor I
- NIMS 100, 200, 700, 800
- Haz Mat Operations
- Emergency Medical Technician – Basic
- Must meet Lieutenant requirements within one year of promotion to Sergeant
- Must have completed three years as a merit Firefighter/EMT with the department in the three consecutive years prior to promotion to Sergeant

Physical Requirements

The physical demands of this position are considered to be: Heavy (50 to 100 pounds lifted/carried or force exerted occasionally; 25 to 50 pounds lifted/carried or force exerted frequently).

Operate in hazardous environments utilizing personnel protective equipment with self contained breathing apparatus.

This position shall pass annual Physical Fitness Evaluation and annual Work Performance Evaluation (WPE) and be in compliance of the Department Physical Fitness Evaluation.