

Job Description – FIREFIGHTER

**FIREFIGHTER**

**Iona McGregor Fire Protection & Rescue Service District, Lee County, Florida**

The individual(s) serving as Firefighters perform firefighting work in preventing, combating, and extinguishing fires, in answering emergency calls, and in operating and maintaining fire district equipment, apparatus and quarters. The position is non-exempt under the provisions of the Fair Labor Standards Act.

**PREPARED (APPROVED) BY:** BO Fire Commission **DATE:** 8/15/2008

**SUMMARY DESCRIPTION**

The positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on firefighting.

**I. ESSENTIAL DUTIES AND TASKS**

To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions. Note: This job description reflects management’s assignment of the essential job functions, it does not prescribe or restrict the tasks that may be assigned. Refer to the attached “Addendum” for a listing of additional duties and tasks essential for Firefighters performing Paramedic functions.

**A. RESPOND TO CALLS – EMERGENCY/NON-EMERGENCY**

- A-1 Maintain Personal Readiness, e.g. Gear, Air Pack, etc.
- A-2 Acknowledge Call Information, e.g. Radio, Phone, MDC, etc.
- A-3 Confirm Orders/Information
- A-4 Prepare to Get In Route
- A-5 Apply Appropriate PPE/BSI
- A-6 Ensure Personal Safety, e.g. Seatbelt On, Secure Loose Items, etc.
- A-7 Ensure Scene Safety
- A-8 Announce Arrival on Scene
- A-9 Advise Dispatch of Scene Size-Up
- A-10 Assist with Assessment, Treatment, Transport
- A-11 Demobilize, e.g. Re-supply, Load

**B. PROVIDE LIFE SAFETY SERVICES**

- B-1 Identify Rescue Mode, Water Rescue, High Angle, Confined Space, Natural Disaster, MCI, etc.
- B-2 Use Appropriate PPE/BSI
- B-3 Relay Recon Information
- B-4 Stay in Contact with Team & Command, e.g. PAR
- B-5 Carryout Search & Rescue/Extrication, e.g. Structure, Vehicle, Water
- B-6 Select & Utilize Appropriate Medical Protocol
- B-7 Provide BLS Care, as needed, e.g. Treatment, Triage, Transport
- B-8 Transfer Patient Care to EMS
- B-9 Fulfill EMS Request for Transport Assistance
- B-10 Perform Demobilization, e.g. Restock Supplies, Retrieve Backboard, etc.

**Job Description – FIREFIGHTER**

**C. PERFORM FIRE SUPPRESSION**

- C-1 Establish Water Supply
- C-2 Perform Perimeter Sweep
- C-3 Relay Recon Information, e.g. Atmospheric Conditions
- C-4 Identify Fire Mode, e.g. Rescue, Offensive, Defensive
- C-5 Stay in Contact with Team & Command, e.g. PAR, Conditions
- C-6 Utilize Appropriate Fire Stream, e.g. Straight, Fog, Master, Foam
- C-7 Utilize Thermal Imaging Camera (T.I.C.)
- C-8 Conduct Fire Attack, e.g. Room, Content, Structure, Appropriate GPM, etc.
- C-9 Utilize Appropriate Ventilation Techniques, e.g. Roof, Horizontal, Hydraulic
- C-10 Set Up RIT
- C-11 Perform Ladder Evolution
- C-12 Conduct Salvage/Overhaul
- C-13 Participate in Rehab, e.g. Hydrate, Cool Down, Rest, Vital Signs
- C-14 Perform Demobilization, e.g. Pack Hose, Refill Air Cylinders, etc.
- C-15 Return to Back In Service
- C-16 Participate in Group Review of Incident

**D. FACILITATE PROPERTY CONSERVATOIN**

- D-1 Protect Exposures, e.g. Apparatus, Vehicles, Equipment
- D-2 Limit Water Damage
- D-3 Preserve Evidence
- D-4 Save Personal Property
- D-5 Ensure Proper Documentation of Property, e.g. Written, Oral
- D-6 Secure Patient's Residence/Vehicle
- D-7 Secure Patient's Personal Effects, e.g. Jewelry, Money, etc.

**E. OPERATE FIRE APPARATUS**

- E-1 Ensure Vehicle Readiness, e.g. Fluids, Equipment
- E-2 Conduct Visual Inspection (360)
- E-3 Assure Occupants are Secure
- E-4 Formulate Best Route
- E-5 Operate Vehicle Safely
- E-6 Abide by Local, State, Federal Laws While Driving
- E-7 Designate a Backer
- E-8 Apply Proper Parking Techniques, e.g. Fire Scene, Vehicle Accident, etc.
- E-9 Secure Vehicle While Unoccupied
- E-10 Perform End of Shift Inspection, e.g. Clean, Fuel, Restock
- E-11 Brief On-Coming Shift Driver

**F. CARRY OUT STATION MAINTENANCE**

- F-1 Clean Gear, e.g. Bunker, Face Mask, etc.
- F-2 Fill Air Bottles
- F-3 Identify Station Repairs/Deficiencies, e.g. Mold, Leaks, Breaks, Light Fixture, A/C, Batteries, etc.
- F-4 Ensure/Adequate Station Supplies, e.g. Paper Towels, Toilet Paper, Soap, etc.
- F-5 Clean Living Quarters, e.g. Kitchen, Bathrooms, Floors
- F-6 Perform Weekly Duties per Schedule, e.g. Ladder, Small Engine, Station Detail, Vehicle Detail, etc.
- F-7 Wash & Dry Station Laundry, e.g. Rags, Towels, etc.
- F-8 Prepare Meals, e.g. Plan, Shop, Collect Money, Cook, etc.
- F-9 Maintain Workout Equipment, e.g. Wipe Down, Sanitize, Inspect, etc.
- F-10 Police Grounds, e.g. Trash Pickup/Recycle
- F-11 Assist with Lawn Maintenance, as Needed

**G. PARTICIPATE IN TRAINING DUTIES**

- G-1 Study SOGs, SOPs, Union Contract
- G-2 Review & Discuss Training Techniques
- G-3 Complete Non-Emergency Hourly Requirement To Drive
- G-4 Assist Training Department, e.g. With Training Activities
- G-5 Participate in Multi-Agency Training
- G-6 Evaluate New Training Equipment & Techniques, e.g. Hands-on, Field Testing
- G-7 Engage in Out of Class Training, e.g. Hands On, Written, Oral, etc.
- G-8 Engage in Physical Fitness Training, e.g. Daily, Annual Test, etc.

**Job Description – FIREFIGHTER**

**H. PERFORM ADMINISTRATIVE FUNCTIONS**

- H-1 Understand Chain of Command, ICS, etc.
- H-2 Protect Confidential Information, e.g. Patient, Personnel, etc.
- H-3 Complete Patient Care Report, e.g. Written, Electronic
- H-4 Interact with District Personnel
- H-5 Read & Review Maps
- H-6 Recognize District Boundaries
- H-7 Read & Reply to Written Correspondence
- H-8 Complete Miscellaneous Forms, e.g. Out of Service, Fuel, Exposures, Water Usage, etc.
- H-9 Requisition Supplies, e.g. Office, Station, Truck, Medical Supplies, etc.
- H-10 Greet Guests at Station
- H-11 Answer Telephone
- H-12 Respond to Citizen Inquiries, e.g. Direct/Give Directions, Sharps Box, etc.
- H-13 Complete QA Evaluation
- H-14 Request Vacation Leave

**I. ENGAGE IN PROFESSIONAL DEVELOPMENT**

- I-1 Acquire/Maintain Certifications, e.g. Firefighter Minimum Standards, EMT, CPR, Drivers License, EVOC, etc.
- I-2 Follow Orders per Chain of Command, e.g. Oral, Written
- I-3 Present Professional Appearance, e.g. Uniform, Hygiene, Shoes, etc.
- I-4 Maintain Level of Professionalism/Public Trust, e.g. On Duty, Off Duty
- I-5 Maintain Emotional Well Being, e.g. Defusing, Debriefing, etc.
- I-6 Operate Medical Equipment
- I-7 Attend Training, e.g. Internal/External
- I-8 Participate in Continuing Education
- I-9 Attend Conferences, Workshops, etc.
- I-10 Stay Abreast of Industry Trends, e.g. Magazines, Journals, Research, etc.
- I-11 Network with Other Agencies & Associations, e.g. LE, EMS, Other Fire Agencies, etc.
- I-12 Evaluate Training Techniques & Equipment, e.g. Review Written Documentation
- I-13 Prepare for Out-Of-Class Duties, e.g. Reading, Studying, Observing
- I-14 Volunteer to Serve on Special Teams/Committees, e.g. CPR Instructor, DACUM, HazMat, USAR, Special Ops, CERT, TRT, etc.

**J. PERFORM FIRE PREVENTION DUTIES**

- J-1 Assist Fire Marshall, as Needed, e.g. On Scene, Clean Up with Equipment, Maintain Chain of Custody, etc.
- J-2 Conduct Fire Inspections, e.g. Structures, Life Safety Code, Alarm Panels, etc.
- J-3 Maintain Fire Hydrants, e.g. Inspect, Test, Paint, Mark, etc.
- J-4 Assist PEIRO with Educational Events
- J-5 Teach Fire Safety, e.g. Community Groups, Schools, etc.
- J-6 Distribute Fire Safety Materials
- J-7 Issue Smoke Detector
- J-8 Install Smoke Alarm Batteries

**K. FORMULATE PRE-PLANS**

- K-1 Receive Assignment
- K-2 Conduct Walk-Through, e.g. Measurements, etc.
- K-3 Identify Water Source
- K-4 Identify Building Construction
- K-5 Locate Utilities
- K-6 Target Hazards
- K-7 Draw Floor Plan
- K-8 Fill Out & Submit Paperwork

**II. QUALIFICATIONS AND REQUIREMENTS**

The requirements listed below are representative of the education, experience, knowledge, and skills required for this position.

Required Education

High School Diploma or Equivalent  
Florida State Certified Fire Fighter II  
Florida EVOC Certification  
Valid Florida Driver’s License

Preferred Education

Microsoft Word Class  
Microsoft Excel Class  
AS Degree

**GENERAL KNOWLEDGE AND SKILLS**

Ability to Lift 100 lbs	Knowledge of Health and Fitness
Basic EMT Medical Skills – Blood Pressure, Heart Rate, Respiratory Rate, Wound Care, CPR	Locations in Zone
Basic Firefighter Tactics – Get Water, Pull Hose, Ventilate, Fire Suppression, Overhaul	Map Orientation
Basic Knowledge of Team Member Roles – Engineer, LT, FF	Math
Cleaning	Operate Mechanical Equipment
Computer Skills	Operate Technical Equipment
Environmental Hazards – Weather, Animals	Patient Interview Skills
Fire Ground Duties – Attack Team, RIT, Ventilation	Read
	Understand Building Construction
	Understand Diversity
	Understand SOG’s
	Writing

**III. PHYSICAL REQUIREMENTS**

This individual(s) is subject to special risks involving response to, and in the operations of fire apparatus and equipment at emergency scenes. Work requires physical strength and agility; the individual(s) in this position must be sufficiently fit to safely perform associated emergency job duties. Specific requirements include, but are not limited to: the physical ability to work while wearing personal protective equipment, including self-contained breathing apparatus; frequently required to lift, pull or carry objects weighing up to 100 pounds; occasionally requires pushing object weighing up to 100 pounds; frequently requires stooping, kneeling, crouching, crawling, kneeling and reaching (includes overhead reaching).

## **Job Description – FIREFIGHTER**

Note:

Applicants must meet age, moral, educational, health, and physical requirements as prescribed by the District. Pre-employment medical examination required, including psychological, polygraph, and drug screening.

Applicants must comply with the State of Florida's non-tobacco use (633.34(6)) along with Iona McGregor Fire District's smoking prohibition policy.

Work requires emergency call duty.

### **IV. WORK ENVIRONMENT**

The individual(s) regularly works in an out-of-station environment, in responding to emergency and non-emergency incidents. Work may require performance of tasks outdoors under varying climactic conditions. In addition, they will also encounter a variety of physical hazards such as proximity to moving mechanical parts, electrical shock, working on high places, exposure to hazardous and high-risk environmental conditions including but not limited to heat, smoke, and toxic gases. Work may require performing tasks in and around heavy traffic.

### **V. EQUIPMENT AND TOOLS**

The individual(s) holding this position can be expected to be able to competently operate the following equipment and tools.

Absorbent	Kendricks Extrication Device
Adaptors – Hose	Knoxbox – EVAC
AED	Ladder
Air Bags	Lights – Portable
Air Packs	MDC
Bunker Gear	Medical Equipment/Supplies
Deck Gun	Monitors
Elevator Key Operation	Nozzles
Extinguishers	O2 Regulator
Fans	Pagers
FDC Hookups	Pneumatic Tools
Field Guides – DOT HazMat	Radios
Foam Equipment	Reference Materials/Maps
Fuel – Vehicles/Equipment	Rope
Generators	Saws
Hand Tools	Stabilization Equipment
High Rise Packs	TIC
Hoses	Trucks
Hydrant Operation	Uniforms
Hydraulic Tools	

**VI. ACRONYMS**

The following Acronyms were utilized in this job description:

AED = Automated External Defibrillator  
BLS = Basic Life Support  
BSI = Body Substance Isolation  
CERT = Civilian/Community Emergency  
Response Team  
CPR = Cardio Pulmonary Resuscitation  
DACUM = Develop A Curriculum  
DOT = Department of Transportation  
EMS = Emergency Medical Service  
EMT = Emergency Medical Technician  
EVAC = Emergency Vehicle Access Control  
EVOC = Emergency Vehicle Operation  
Course  
FDC = Fire Department Connection  
FF = Firefighter  
GPM = Gallons Per Minute  
ICS = Incident Command System  
LE = Law Enforcement

LT = Lieutenant  
MCI = Mass/Multiple Casualty Incident  
MDC = Mobile Data Computer  
O2 = Oxygen  
OPS = Operation  
PAR = Personnel Accountability  
Record/Report  
PD = Police Department  
PEIRO = Public Education Information Resource  
Officer  
PPE = Personal Protective Equipment  
QA = Quality Assurance  
RIT = Rapid Intervention Team  
SOG = Standard Operating Guidelines  
SOP = Standard Operating Procedures  
TIC = Thermal Imaging Camera  
TRT = Technical Rescue Team  
USAR = Urban Search & Rescue

Refer to Addendum for a listing of additional duties and tasks essential for Firefighters performing Paramedic functions.

**ADDENDUM to FIREFIGHTER Job Description  
PARAMEDIC**

In addition to the Firefighter Job Description, the following is within the scope of the duties and tasks inclusive to the work of individuals certified as Paramedics.

1. In charge of all ALS/BLS patient care until patient care is transferred to EMS Paramedic.
2. Responsible for all medical equipment/supplies on vehicle, e.g. Defibrillator, Airway, Drug Box, Backup Drugs, etc.
3. Responsible for daily inventory/usage report of controlled substances and acquisition of witness signature.
4. Monthly expiration check of all drugs and medical supplies on designated vehicle.
5. Ensure vehicle is properly restocked following each medical call.
6. Proper briefing and transfer of ALS supplies to relief Paramedic, e.g. Narcotic Keys, Equipment.
7. Attend mandatory monthly medical in-services.
8. Accompany EMS Personnel to medical care facility, as needed.
9. Perform and credential ALS skills with Medical Director, as required.

Paramedic Requirements:

Florida Paramedic License and/or Certification  
CPR for Health Care Provider Certification  
ACLS Certification  
PEPP Certification  
ITLS Certification  
Valid Florida Drivers' License

Acronyms:

ACLS = Advanced Cardiac Life Support  
ALS = Advanced Life Support  
BLS = Basic Life Support  
EMS = Emergency Medical Service  
PEPP = Pediatric Education for Pre-hospital Professionals  
ITLS = International Trauma Life Support