

POSITION NAME: Firefighter
SHIFT: Full Time
REPORTS TO: Fire Chief
SUPERVISES: N/A

POSITION SUMMARY: Responsible for performing variety of maintenance and repair tasks for the Township Fire Department. Maintains department reports, vehicles and facilities. Also serves in providing fire/rescue services. Promotes fire safety awareness in area schools.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Maintains Fire Department buildings and grounds.

Checks, maintains and repairs buildings, equipment, vehicles and fire extinguishers; coordinates annual ladder and pump testing; arranges for semi-annual vehicle checks, oil changes and other service requirements; also arranges for outside vehicle repair as needed. Prepares and maintains corresponding maintenance and repair records as required.

Visits area preschools and elementary schools and presents courses on fire safety and awareness.

Responds to fire and medical/rescue calls. Drives and operates fire truck during emergency calls. Assists Township in responding to emergency situations.

Assists in fire investigations as requested.

Performs special projects and other tasks as directed by the Fire Chief.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

High school completion or equivalent plus two years of fire service/rescue and emergency medical service-related activities. Requires knowledge of Fire Department administrative functions.

Ability to secure and maintain State of Michigan certification as Firefighter I and II.

Knowledge of current firefighting and rescue equipment operation, fire suppression, first aid, and emergency rescue techniques.

Maintain a Michigan Emergency Medical Technician license

Communication and interpersonal skills to deal effectively with firefighters, constituents, outside professionals and public-at-large; maintains team-player attitude.

High degree of flexibility in order to achieve departmental goals and meet its demands/needs.

Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.

Appropriate licensing to operate Fire Department vehicles.

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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 75 pounds.

Employee must be able to handle hazardous materials and work under all weather conditions, and be capable of easily moving about fire/rescue scenes, which may require substantial coordination and physical exertion.

Employee must be physically able to operate wide variety of complex fire/rescue apparatus.

REVISED: December 5, 2023