

**POSITION NAME:** Firefighter

**REPORTS TO:** Fire Chief

**SUPERVISES:** N/A

**POSITION SUMMARY:** Responsible for performing fire prevention, firefighting, rescue, and medical duties to protect and safeguard lives and property; duties relating to maintenance and repair of vehicles, equipment and the Fire Station; various reporting duties; promoting fire safety awareness in area schools; and other work as assigned.

**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.)

Responds to fire, rescue and medical calls.

Performs fire suppression activities at incident scenes (including, but not limited to making openings in burning buildings for entrance and/or ventilation; removing persons from burning buildings; stretching and connecting hose lines and operating nozzles directing water streams; and operating portable fire extinguishers).

Performs salvage operations at incident scenes.

Drives fire apparatus to incident scenes and prepares for operations.

Gives emergency medical treatment to injured persons involving the application of emergency medical techniques.

Conducts regular inspection and testing of Fire Department vehicles and equipment to ensure that such vehicles and equipment are available for immediate and dependable use.

Participates in periodic fire drills and individual/group training courses, including firefighting theory and practices, first-aid techniques, hydraulics and use of tools and equipment.

Makes periodic inspections of buildings for fire hazards and makes recommendations for improvements.

Checks fire hydrants for operating and general condition.

Performs a wide variety of routine tasks in connection with the maintenance and repair of Fire Department buildings and grounds.

Assist in fire investigations as assigned.

Keeps records and makes reports as assigned.

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

Performs other work as assigned.

**KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:** (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.)

At least 18 years old.

High school completion or equivalent.

At least three years of firefighting/rescue/emergency medical experience.

State of Michigan Firefighter I and II certifications and Hazardous Materials Operations certification.

State of Michigan licensed Emergency Medical Technician (EMT-B).

Valid State of Michigan driver's license (with two points or less).

Knowledge of modern approved principles, practices and procedures of firefighting, rescue and medical response work and the geography of the Township.

Strong communication (verbal and written), judgment and interpersonal skills to interact and work effectively with firefighters, management, Township officials, constituents, outside professionals, other governmental agencies and the public.

Ability to understand and follow oral and written instructions.

Ability to assemble and present accurate records and reports.

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

High degree of skill in the operation and maintenance of vehicles and equipment.

Good computer skills including Microsoft Word, Microsoft Excel, and Firehouse Software.

Ability to meet fitness for duty standards to carry out position responsibilities.

Ability to work any or all shifts and schedules as necessary to provide proper coverage for all incidents.

**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 and hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. The employee is regularly required to communicate with others. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works both in the field and in a fire station setting. The noise level in the work environment ranges from noisy in the field to quiet in the fire station. The employee may be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments, including assisting other firefighting personnel at incident scenes. While working in the field, circumstances may occur that are very strenuous, requiring substantial coordination and physical exertion, and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather. The employee is required to drive in inclement weather. The employee must be physically able to operate wide variety of complex fire/rescue apparatus.

The employee is required to take a physical examination in accordance with NFPA standards and report to the Fire Chief any physical conditions that may interfere with the performance of his or her duties as a firefighter.

**REVISED:** September 6, 2018