

## **JOB DESCRIPTION**

## **Town of Ashland City Fire Department Fire Station**

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<b>CLASSIFICATION TITLE:</b>	Part-Time Firefighter
<b>DEPARTMENT:</b>	Fire Department
<b>REVISION DATE:</b>	4-3-17
<b>REPORTS TO:</b>	Fire Chief
<b>EMPLOYMENT STATUS:</b>	Part Time
<b>FLSA STATUS:</b>	Exempt

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### **JOB SUMMARY**

The employee is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. Duties also include driving and operating firefighting apparatus, responding to all types of emergency assistance calls, and other administrative support services under supervision of the fire chief. Independent judgment is used according to the situation and sometimes different courses of action must be considered to complete the task.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Drive fire truck and operate pump.
- Responds to fire alarms, connects hose, holds nozzle and directs water streams.
- Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Performs water rescue.
- Responds to motor vehicle accidents and performs extrication of passengers.
- Removes persons from danger, administers first aid to injured persons.
- Positions and climbs ladders to gain access to upper levels of buildings.
- Performs salvage operations such as throwing covers, sweeping water and removing debris.
- Carries charged hose line into structure for fire extinguishment.
- Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
- Participates in fire drills and attends training classes in firefighting, first aid, and related subjects.
- Coordinates training activities for volunteer firefighters.
- Maintains departmental records management system.
- Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
- Performs routine and post-response inspection and maintenance checks of departmental equipment and apparatus.
- Performs general maintenance work in the upkeep of fire department property.
- May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on call personnel.
- Performs flow testing of fire hydrants, which involves taking caps off hydrant and opening up hydrant and checking water flow.
- Provides specialized instruction and makes presentations to school classrooms, community groups, and others.
- Performs related duties as required.

### **QUALIFICATIONS**

- Must possess a valid driver's license issued by the State of Tennessee.

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of fire prevention and state, town, and national regulations as applied to firefighting and prevention.
- Knowledge of geographic area of the town.
- Knowledge of general first aid.
- Knowledge of firefighting equipment and its intended uses.
- Knowledge of computers.
- Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
- Ability to learn to operate a variety of firefighting equipment, including extrication equipment.
- Ability to learn to operate a large truck safely.
- Ability work under extreme weather conditions and dangerous heights.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain an effective working relationship with the public, volunteer firefighters and other town employees.
- Ability to wear heavy protective clothing for extended periods of time.
- Ability to climb ladders.
- Ability to operate power equipment.
- Ability to drive at fast speeds consistent with safety, considering traffic, weather, road conditions, and also including knowledge of laws regarding operation of emergency vehicles in route to scene.
- Ability to physically and mentally to climb to different heights and function in close quarters.

### **EQUIPMENT OPERATED**

- The employee will operate fire trucks and pumper and other firefighting equipment to include: nozzles, hoses, self-contained breathing apparatus, power saw, pumps, rescue boat, and generators.
- Employee will also operate basic office equipment including computer, phone, copier, fax machine
- Microsoft Office Suites
- Cell phone

### **WORKING CONDITIONS**

- All firefighting and emergency operations must be performed during all kinds of weather conditions.
- The employee is exposed to extreme heat, smoke, hazardous chemicals, and falling materials.
- Subject to call back after hours.

### **USUAL PHYSICAL DEMANDS**

- Performs extreme and strenuous physical labor for extended periods under some unfavorable climatic conditions, frequently lifting objects weighing 50 to 100 lbs.
- Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
  - Adheres to The Town of Ashland City initiative on business ethics and conduct.
  - Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.
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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

**MANAGEMENT APPROVAL**

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**Department Head's Signature**

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**Date**

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

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**Employee's Signature**

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**Date**