

City of Decatur

Personnel Board

Kenneth E. Smith
Personnel Director

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April 26, 2013

Council President Gary Hammon
and Council Members
P. O. Box 488
Decatur, AL 35602

Dear President Hammon and Council Members:

The Personnel Board hereby recommends that the following **revised** job description be adopted as indicated below for the Fire Department. This recommendation was adopted by the Personnel Board on April 25, 2013 at their regular scheduled meeting.

Adopt the following Revised Classified Service Position

- **Firefighter**

Please contact me for any additional information that may be needed.

Sincerely,



Kenneth E. Smith, Personnel Director
Personnel Board
City of Decatur

c:kh/mayorcouncilletter29

Attachment
cc: Mayor Don Kyle

RESOLUTION NO. 13-118

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that upon the recommendation of the Personnel Board the attached amended job description for Firefighter in the Classified Service is hereby approved; with the Salary Range remaining at 27.

ADOPTED this 28th day of May 2013.

CITY OF DECATUR, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FIREFIGHTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical and specialized work functions associated with preparing for and responding to fire, EMS, rescue, and disaster emergency and non-emergency calls, with protecting life and property, and with supporting fire safety, prevention, public relations, and equipment maintenance activities. This position is considered a full-time firefighter in accordance with the Alabama Fire College and Personnel Standards Commission section 360-X-2.-02.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enforces all city fire codes, ordinances, inspections, pre-fire planning, and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by appointing authority, department head, and superior officer.

Responds to emergency and non-emergency calls involving fires, EMS, hazardous materials, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds.

Provides control of fire situation including suppression and extinguishments, forcible entry, ventilation, search and rescue of victims, salvage and overhaul; recognizes and preserves evidence of arson.

Selects and properly operates fire service tools and equipment including fire hoses, nozzles, appliances, and the components of sprinkler and standpipe systems.

Locates water source; lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders.

Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; takes/applies appropriate precautions and procedures; informs and/or evacuates individuals and implements appropriate medical protocols.

Provides emergency medical care as a first responder, E.M.T., or paramedic, as assigned, which may include basic first aid, basic life support, patient assessment, advanced cardiac life support, basic trauma life support, pediatric life support, spinal immobilization, medication, intravenous therapy, triage, defibrillation, obstructed airway and/or other treatment; provides rehydration and first aid support during fire ground activities.

Performs various types of rescue operations as assigned such as extrications of individuals from structures or vehicles, searches for possible drowning victims, and/or searches and rescues of fallen victims in high angle rescue situations.

Responds to hazardous material situations; performs essential tasks associated with containment of hazardous materials.

Implements emergency techniques when trapped or disoriented; assists fellow firefighters and guides new recruits; maintains and wears personal protective clothing and self contained breathing apparatus.

Assesses and manages incidents; determines number of individuals requiring assistance; sets up medical area; assesses nature of injuries and medical problems.

Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; exchanges information with dispatchers, medical professionals, and other department employees.

Participates in fire ground critiques; assists with training and instruction as assigned.

Prepares, inspects, inventories, repairs, and/or maintains fire equipment, apparatus, hoses, tools, materials, turnout gear, first aid equipment, and vehicles for safe operation; tests equipment on a regular basis.

Conducts building inspections and notifies concerned parties of fire hazards; prepares pre-fire plans including layout of building and hydrant locations; may check fire hydrants for proper function.

Maintains current policies and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review; maintains knowledge of city and county geography and streets.

Attends shift meetings, seminars, drills, and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance, and to maintain knowledge of medical and rescue techniques.

Completes/prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement/investigating agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

Establishes and maintains positive public relations; attends community meetings; promotes and teaches fire safety and prevention; responds to questions and requests for information.

Performs miscellaneous duties including cleaning fire apparatus and equipment, conducting fire station tours, performing public relations duties, securing station facilities, accounting for inventory of supplies, preparing meals, laundering clothing, housekeeping and station cleaning, making minor station repairs, and maintaining grounds.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers or Drivers in temporary absence of same; duties may include driving fire apparatus or other fire vehicles to transport emergency/fire personnel and equipment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; supplemented by little or no previous experience or training. Must possess a valid Alabama driver's license. Must attain and maintain Alabama Firefighter I & II, Emergency Medical Technician Basic, and Hazardous Material Technician. May be required to attain and maintain Advanced Emergency Medical Technician, Paramedic, and Rescue Technician Certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, explosives, violence, disease, or pathogenic substances.

The City of Decatur, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.