

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Firefighter
Department:	Fire Rescue
Class Code:	4190
Salary Grade:	F10
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform a wide variety of firefighting, emergency response, public education, and related duties. Work is performed under the direct supervision of the Company Officer, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee establish and maintain effective working relationships with supervisors, other Town employees, internal and external customers, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Responds to fire and other emergency situations and carries out fire suppression and firefighting techniques to rescue victims and protect private and public property;
- Assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or a related emergency service;
- Participates in the preparation of pre-fire plans and strategies, including pre-plan construction, layout, utilities, fire protection features, exposures, hazards, special needs, water supply and apparatus positioning for occupancies in their response districts;
- Maintains emergency equipment on assigned apparatus;
- Obtains past and present medical histories, current trauma event information and participates in the evaluation of the need for administering aid in accordance with state EMS guidelines for any level of EMT protocols;
- Serves as a relief driver in emergency situations or as assigned;
- Participates as directed in equipment set-up upon arrival at a fire scene;
- Completes appropriate rescue, firefighting and salvage operations at a fire scene, including implementing entry, ventilation, fire suppression and salvage work;
- Uses established procedures to determine if individuals are trapped within a burning facility and takes appropriate actions to secure their rescue;
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters' lives as necessary;
- Works as a team member in response to vehicle accidents from minor to those including heavy hydraulic and pneumatic tool extraction involvement;
- Works as a team member in responding to emergency calls, including heart attacks, strokes, diabetic seizures, falls, sports injuries, stabbing, shootings, mass casualty and other trauma incidents;
- Provides assistance to paramedics with patient care during patient transports;
- Studies and memorizes streets, residential developments, commercial complexes, water supply sources, physical obstacles and other geographical information within the Town and surrounding areas;
- Performs salvage duties, including removing all burnt items, sweeping and mopping floor, removing excess water and debris and protect any property which has not been damaged;

- Participates in all required training activities as including participation in classes to increase and maintain skills and certifications;
- Participates in emergency rescue operations, including search and rescue, building collapse, trench and confined space rescue, water rescue, high elevation rescue and other rescue operations;
- Completes all required reports in a timely and professional manner; provides verbal and written analysis of activities involved in fire or other emergency response situations;
- Responds to non-emergency calls from the public as directed;
- Participates in daily apparatus inspections and maintenance activities to ensure that all equipment is in working order, ensuring that serious maintenance problems are identified and referred for service;
- Performs daily building and ground maintenance activities to ensure that fire facilities maintain a clean and orderly environment;
- Recognizes, preserves, and protects evidence relating to fire cause and points of fire origin;
- Takes appropriate actions to prevent the rekindling of fires;
- Takes inventory of all equipment after suppression has been achieved, recording all equipment which must be left at the site and ensures that it is ready for service after each incident;
- Responds to hazardous materials spills and participates in decontamination and clean-up activities as directed;
- Performs physical fitness training to maintain physical abilities necessary for firefighting and other emergency response situations;
- Studies training materials to stay current on new technologies and processes in firefighting, rescues, hazardous materials, fire prevention and related activities;
- Practices with the use of all related equipment;
- Participates in the inspection of buildings and related facilities to become familiar with layouts and structure features which could be potentially hazardous during a fire;
- Participates in hydrant inspections and maintenance activities as directed;
- Communicates fire prevention and fire safety information and Fire Department policies to the public as requested;
- Provides needed information, demonstrations and training concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

When Serving as a Firefighter/Paramedic

In addition to the above examples of essential work, employees in this class certified as a Firefighter/Paramedic will also perform the following essential duties and will receive additional supplemental pay for such duties and for their specialized knowledge, skills and abilities:

- Responds to public calls for assistance with emergency medical situations, including cardiac problems, breathing difficulties, pediatric emergencies, childbirth, strokes, diabetic seizures, falls, sports injuries, stabbings, shootings and other trauma /medical incidents;
- Performs various advanced life support functions, including airway management, parental therapy, pharmacology, EKG interpretation, cardioversion, defibrillation, CPR, bandaging, medications, movement of patients and the administration of intravenous medication and fluids as authorized by protocols and Medical Control;
- Obtains past and present medical histories, current trauma event information, and determines the need for administering aid in accordance with state EMS guidelines;
- Tests, checks, and maintains emergency life support equipment, including medical supplies, defibrillators, EKG machines, gas powered generators, extrication tools, and other related medical equipment;
- Operates two-way radio, cellular telephones, and traditional telephones to transmit information regarding injured peoples' condition and vital signs and other information relevant to the treatment of a patient;
- Directs and supervises personnel during emergency medical service operations;
- Provides care during emergent inter-facility transports;

- Maintains SC Emergency Medical Technician-Paramedic Certification and National Registry of EMT's Paramedic Certification and other certifications as required;
- Completes required reports and participates in the department's PEER review program;
- Performs other duties consistent with the responsibilities of a certified Paramedic.

Knowledge, Skills and Abilities

- Knowledge of Town geography and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Knowledge of fire science methods and techniques, including current fire suppression and firefighting techniques, including all related equipment;
- Knowledge of building construction and fire prevention codes;
- Knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Knowledge of the principles of hydraulics as applied to water delivery;
- Knowledge of all safety practices involved in fire suppression and firefighting;
- Knowledge of emergency rescue principles and practices;
- Knowledge of laws governing the response of fire apparatus;
- Knowledge of laws, rules, regulations and requirements governing EMT legal obligations and legal consequences of patient care and treatment;
- Knowledge of the safety requirements for personal protection for exposure to communicable diseases and blood borne pathogens;
- Ability to effectively perform basic vehicle and equipment maintenance;
- Ability to demonstrate efficient use of related hand and power tools;
- Ability to work irregular hours as determined by the Department;
- Ability to live and work harmoniously in close proximity with other crew members when assigned as a member of a firefighting company;
- Ability to work under a variety of changing and potentially dangerous conditions, including extreme heights and temperatures, hazardous atmospheres with little visibility, toxic and hazardous materials, exposure to air and blood borne pathogens, and contagious diseases;
- Ability to effectively work under extreme mental and physical stress, including working in areas where dangers of death or injury due to falls, explosion, electrocution, building collapse, or entrapment may be present;
- Ability to recognize potential hazards, then select and utilize the most appropriate PPE;
- Ability to effectively and safely perform rescue of dangerous domestic or wild animals that have become trapped, injured, confused, or frightened;
- Ability to perform strenuous and prolonged work while wearing self-contained breathing apparatus;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- High School Diploma or GED; and
- Must be 18 years of age; and
- Must be in good physical health as determined by a medical examination; and
- Valid Class D Driver's License; and
- Valid Class E Driver's License within one (1) year of hire; and

- SC Emergency Medical Technician Basic Level Certification and National Registry of EMT's Emergency Medical Technician-B card; and
- IFSAC Firefighter I & II and Haz Mat Operations Certifications.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in hazardous work environment in which the employee is subject to potential personal danger and require the following essential physical abilities:

- Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized;
- Crawling: Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending leg and spine;
- Crouching: Bending the body downward and forward by bending leg and spine;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Kneeling: Bending legs at knee to come to a rest on knee or knees;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Standing: Particularly for sustained periods of time;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Talking 2: Shouting in order to be heard above ambient noise level;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.