

FULL TIME FIREFIGHTER POSITION DISCRIPTION

Battle Creek Fire Department

GENERAL DESCRIPTION

Reports to the Fire Chief and/or Deputy Chief that's responsible for Fire Operations and Administration. Will plan, organize, coordinate and direct the emergency and non-emergency activities of a fire suppression team; initial command of emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs fire inspection and prevention programs; develops training programs for all firefighting staff; maintains directly or indirectly, the assigned Fire Station, the rolling stock assigned to that Fire Station along with any supporting equipment, tools etc., and performs or assigns related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Plans, coordinates and supervises activities of a fire suppression team during emergency and non-emergency response, training and administrative activities.

Commands single or multi team/company responses to emergency fire, traffic accident, hazardous material, wildland, rescue or other situations and functions as the initial incident commander, responsible for situation assessment, tactics and strategy development and implementation, the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression tasks in emergency situations directly or under the direction of the Fire Chief.

Plans, schedules, assigns and participates in equipment and station maintenance, department drills and training, department fire inspections and other operational and administrative functions such as officers meeting.

Inspects all assigned rolling stock and firefighting equipment in order to ensure appropriate equipment is combat ready.

Assists in overall department planning and administration.

Represents the department when assigned to meetings, conferences and public events;

Participates in planning, developing and implementing the departments public education and community outreach programs;

Communicates and ensures understanding of the departments policies and procedures;

Completes special projects as assigned;

Participates in the development and implementation of the department policies, procedures and standards;

Communicates with other communities to develop mutual aid activity;

Coordinates and participates in special research projects involving all aspects of the department's operations;

Prepares, reviews and analyzes a variety of records and reports; prepares paper work for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests; delegates special assignments to personnel; inspects records and maintain logs; inspect department facilities to ensure proper safety practices; interprets department policies, procedures and safety practices and ensures understanding and compliance; prepares and maintains a wide variety of correspondence, records, files and reports related to the activities.

Orients volunteer firefighters; maintains discipline and develops documentation pertaining to employee's performance; provides performance feedback and prepares performance reviews; facilitates the training and personal development of volunteer firefighters; maintains a high level of morale among firefighters.

Participates in the planning, development and implementation of department wide training programs; oversees the training and development of personnel to meet the goals and objectives of individuals and the overall goals of the department; oversees the training and development of volunteers; participates in the selection and/or promotion of volunteer staff.

Investigates and prepares reports on all incidents both emergency and non-emergency response;

Responds to and resolves citizens' fire prevention-related complaints;

Coordinates the activities of other municipalities and outside agencies or cooperators;

Review construction plans and specifications as required to insure compliance with relevant laws, codes and regulations and monitors developments relevant to the fire department and develops recommendations to enhance the departments overall effectiveness and performance.

PHYSICAL, MENTAL AND SENSORY DEMANDS

The physical demands described here are represented of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

May be involved in physically draining and exhausting activities which include taking command of an emergency scene, participating in emergency response situations and being involved in physically dangerous situations. Will have to carry heavy firefighting equipment while

climbing ladders and going through buildings. Will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build-up in winter months and may also be exposed to hazardous materials.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear.

MENTAL DEMANDS:

While performing the assigned duties, are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills and interact with municipal staff and other organizational and cooperators as well as the public. Very high levels of mental and emotional stress will be caused by the requirement to fight fire in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

DESIRED MINIMUM QUALIFICATIONS:

KNOWLEDGE:

The applicant should have proficient knowledge in the following areas:

1. Command and Control Techniques
2. Principles, techniques, strategy, materials and equipment used in fire suppression, firefighting techniques and methods, investigation and prevention, evidence gathering techniques, rescues and related emergency responses.
3. Principles and practices of effective employee supervision, including selection, training techniques and methods, firefighting public education and awareness and work evaluation.
4. Methods and practices of providing emergency response techniques, hazardous material and chemical spill response and applicable federal laws, codes, ordinances and regulations, safety practices and precautions pertaining to the work.
5. Administrative practices, including planning budgeting needs monitoring expenditures and purchase and requisitions processes.
6. Must have sound background in building construction and fire behavior.
7. Strong Tactical focus.

SKILLS:

The applicant must demonstrate the following skills:

1. Leadership skills including the ability to take full command at an emergency scene.
2. Analytical and problem solving skills.
3. Decision making skills.
4. Negotiation skills.
5. Effective verbal, oral and written communication skills.
6. Ability to deal effectively with people in difficult situations.
7. Effective public relations and public speaking skills.
8. Research and program development skills.
9. Time and stress management skills.

CURRENT ABILITY:

1. Plan, organize, schedule, assign and review the work of others.
2. Analyze emergency response and operational problems, develop sound alternatives and make effective recommendations and decisions under emergency circumstances.
3. Develop and conduct classroom and practical training courses and programs
4. Render emergency medical care at the basic life support level.
5. Establish and maintain effective working relationships with those encountered in the course of the work.
6. Maintain accurate records and prepare clear and concise reports and other written material.

TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skill and abilities outlined above other than graduation from a two-year college with a major course work in fire science is to have a number of years of demonstrated experience as a firefighter.

Licenses, certificates and Special Requirements:

1. A valid South Dakota driver's license.
2. South Dakota Firefighter I, II Hazmat awareness or OPS. (SDFMO Cert, Pro-Board, IFSAC)
3. NWCG Firefighter S130/190 with emphases towards NWCG ENGB
4. Cardiopulmonary Resuscitation Certificate (CPR card)
5. First Aid Certificate
6. ICS 100, 200, 700
7. A National Fire Academy program or any accredited Fire Academy class Certificate.

NOTE: Should the successful candidate not have all of the above-required requisites then he/she must agree to obtain any missing requisites within 12 months of being appointed or agree to removal from the position.

PERSONAL ATTRIBUTES:

The applicant must demonstrate the following personal attributes:

1. Maintain standards of conduct.
2. Treat everyone with dignity and respect.
3. Possess cultural awareness and sensitivity.
4. Be flexible.
5. Demonstrate sound work ethics
6. Be consistent and fair.

WAGES AND BENEFITS:

Salary - \$37,275 annual

South Dakota Retirement System Contribution

SUBMIT POSTION APPLICATIONS VIA EMAIL TO:

dags430@gmail.com

Dale Gadbois
Chief, Battle Creek Fire District
605-787-3074