

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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POSITION TITLE: Firefighter

OTHER DUTIES AND RESPONSIBILITIES:

Assists other City departments with fire related duties.

Occasionally performs maintenance and repair on fire department vehicles, equipment, and buildings.

Responds to severe weather warnings.

Treats patients/family members, guests, health care team members and other associates with care, courtesy and respect. Consistently anticipates the needs of customers and puts those needs first. Demonstrates commitment to service and contributes to creating a positive, caring environment.

Provides services with respect for human dignity and the uniqueness of the patient; unrestricted by consideration of socio-economic status, personal attributes, or the nature of the health problem.

Performs other related duties as required.

POSITIONS SUPERVISED:

All fire personnel at emergency scenes until the arrival of the Chief, Assistant Chief, Captain or Master Firefighter or relieved by another fire fighter when minimum staffing has been met.

KNOWLEDGE, SKILLS AND ABILITIES

(*Indicates developed after employment)

Knowledge of: standard operating procedures*, fire suppression and prevention techniques and equipment; fire/emergency rescue techniques and equipment; geographic layout of jurisdiction; safety procedures; departmental policies and procedures*; emergency medical procedures; building construction; Indiana, Federal, Local and NFPA Fire Codes; and hydrant locations*.

Skill in: operating and repairing firefighting equipment; computer operation, emergency medical tools and equipment. Public speaking.

Ability to: prepare reports; operate and repair equipment; physically perform firefighting duties; follow directions; interpret a variety of instructions, deal with problems involving several variables in familiar context; recognize unusual or threatening conditions and take appropriate action; recognize safety warnings; maintain records according to established procedures; handle sensitive inquiries from and contact with officials and general public; and develop and maintain effective working relationships.

Date Adopted: 10/10/95
Date Revised: 10/26/05 02/01/12

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EQUIPMENT OPERATED:

Fire department vehicles; portable and hand power tools; and portable hydraulic tools, computers, basic life support equipment, etc.

WORKING CONDITIONS:

Works in fire station and emergency scenes; lifts heavy equipment; exposed to toxic and noxious gases and fumes for indeterminate periods of time; responds to fires and other emergencies in all kinds of weather conditions; occasionally works in unsafe buildings; exposure to blood and body fluids.

QUALIFICATIONS:

Any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this position such as a high school diploma or equivalent, a 2nd class firefighter or NFPA FF I/II, and minimum state certified 1st Responder.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid drivers license; 2nd Class Firefighter or NFPA FF I/II; minimum state certified 1st Responder.

EMT Basic Certified within 1 year of employment. If certification has not been achieved by 1 year anniversary date of employment, Probationary status will remain until certification is received.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

Approval of Department Head

____/____/____
Date

Employee's Signature

____/____/____
Date