

**CITY OF TEGA CAY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: FIREFIGHTER II  
FIRE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, manages all buildings, grounds, and equipment of the Fire Department. Provides the best possible control in emergencies in order to protect the lives and property of those in need of assistance; performs fire suppression duties. Reports to the Fire Lieutenant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The following duties are considered normal for this position. Activities listed here are not to be construed as either exclusive or all-inclusive; other duties may be assigned or required.*

Responds to and provides coordination and leadership in fire emergencies, ensuring prompt responses with appropriate equipment and work force. Performs firefighting and rescue duties as needed.

Makes presentations to and provides educational materials to civic, school and special interest groups regarding fire education and prevention; offers training, advice, and assistance as needed.

Provides and installs smoke detectors to elderly and needy citizens.

Maintains the vehicles, equipment and apparatus of the Fire Department, ensuring proper working condition and readiness at all times for emergencies.

Maintains Department grounds and buildings.

Assists in developing strategic plans for the department's response to various fire/disaster emergencies.

Procures department supplies and materials.

Manages special programs or projects as assigned by the Fire Chief.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required by the Fire Chief.

Receives and/or reviews various records and reports such as street name changes, MSDS sheet, gas logs, monthly fire reports, etc.

Prepares and/or processes training reports, incident reports, vehicle maintenance reports, inspection reports, memos, correspondence, etc.

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Operates all trucks and equipment and utilizes all fire suppression equipment, hand tools, air compressor, generators, fans, self-contained breathing apparatus, and various office machines including a calculator, computer, two-way radio, etc.

Interacts and communicates with various groups and individuals such as Fire Chief, other Town personnel, Fire Marshal's Office, volunteers, other fire departments, community groups, civic and professional organizations, and school groups, other emergency response agencies, law enforcement agencies, the public.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by training in fire service programs, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain certifications as issued by the S.C. Fire Academy and a Firefighter II. Must possess a valid state Class E driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, fire fighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift position and/or carry weights of up to 200 pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

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**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, equipment specifications, etc. Requires the ability to prepare routine reports, records, correspondence, technical reports, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires learning and understanding relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach volunteers. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including fire science, hydraulics, electrical, mechanics, medical, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles and fire engines.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of a Firefighter. Has knowledge of the role of the position in relation to entire City operations. Has considerable knowledge of the functions and interrelationships of City and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hydraulics, electrical, mechanics, emergency medical assistance, fire codes and ordinances, etc. Has knowledge of how to

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determine and ensure safety on fire grounds. Has knowledge of how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is able to make sound, educated decisions. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards and resolving problems. Is able to help ensure departmental compliance with all laws and regulations. Is able to offer instruction and advice regarding departmental policies, methods and regulations. Is able to offer training and assistance to employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties under adverse environmental conditions such as heat, cold, odors, smoke, toxic agents, wetness, noise, humidity and disease.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the public.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

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**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.