

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

FIRE FIGHTER

Supervised by: Deputy Director – Fire Services and by the Fire Commander, Lieutenants, and Sergeants.

Supervises: May supervise the work of other Paid-On-Call Fire fighters.

Position Summary:

Under the direct supervision of the Deputy Director-Fire Services, participates in fire suppression, prevention, general rescue activities, and emergency medical techniques in order to protect the lives and property of the public.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responds to fire calls, rescue calls, and other emergencies. Performs fire containment and suppression, and other activities in the protection of life and/or property (e.g. vehicle extrication, rope rescue, confined space, trench operations, and responds to hazardous materials incidents at an awareness/operations level).
2. Operates a wide range of fire fighting and rescue equipment, apparatus, tools, and vehicles.
3. Assists with the maintenance of fire/rescue apparatus and equipment to ensure compliance with departmental standards. May assist with recordkeeping.
5. Conducts pre-incident surveys as directed. May assist in some pre-planning on selected buildings on-site. May be asked to observe and to become familiar with the layout of various buildings. May participate in related inspections.
6. Participates and assists in the development and implementation of fire prevention and fire education programs. Assists in planning and conducting station open houses, tours, demonstrations, and related programs. Attends school and community programs and makes presentations as assigned.
7. Assists with and participates in the department's training programs and drills as required.
8. Assists with departmental recordkeeping. Posts fire runs and reports in computer, completes related forms and paperwork, and generates monthly and annual activity reports.
9. Maintains fire station facilities and grounds to ensure compliance with departmental standards. Performs a variety of housekeeping duties, maintenance, and snow removal activities.

10. Responds to public inquiries and acknowledges and forwards citizen complaints to the proper authorities. Answers the station telephone and greets walk-in visitors. Provides general information.
11. Keeps abreast of modern fire fighting methods and current issues through continued training and professional growth. Maintains cooperative relations with other Township departments and internal department personnel.
12. Performs other related duties as required and assigned within knowledge, skills and abilities set forth.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent.
- Must be at least 18 years of age.
- No conviction of any crime that, in the judgment of the department, impacts ability to perform duties as a Fire fighter.
- A valid Michigan driver's license and an insurable driving record are required, along with the ability to complete specialized driver's training courses related to emergency vehicles. Must have and maintain a good driving record.
- Must pass a complete physical exam with drug screen, including vision/hearing tests, a physical agility test, and a psychological exam prior to hire.
- Should continue to maintain physical condition appropriate to the performance of assigned duties and responsibilities as set forth under the Physical Demands and Work Environment section.
- State of Michigan Fire Fighter I and II certification.
- Minimum of Medical First Responder license.
- Hazardous Materials Awareness and Operations certified by Michigan Fire Fighters Training Council.
- Current CPR card.
- Certified on all Pittsfield Township Fire Department apparatus and equipment within six months of the date of hire.
- Certified in all current areas of technical rescue areas as determined by the

Township within two years of date of employment. Maintains licensure and certifications in all areas currently provided for by the Township.

- Michigan Fire Officer I certification and continuing education highly encouraged within two years of date of employment.
- Thorough knowledge of modern firefighting methods and techniques.
- Knowledge of department procedures and policies.
- Knowledge of streets and response routes in covered service areas.
- Basic knowledge of computers and the ability to enter data and information on computerized recordkeeping system.
- Skill in the operation and maintenance of an array of firefighting tools, equipment and apparatus and other implements utilized in the line of duty.
- Ability to document incidents, record information, and generate accurate reports.
- Ability to maintain discipline and effectively lead others in emergency situations according to an established command structure.
- Ability to work effectively under stress in emergency conditions.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other fire fighters and rescue personnel and the public.
- Ability to work 24-hour shifts at the fire stations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from the fire station setting to highly dangerous fire suppression or other rescue situations. Physical demands, therefore, range from sitting to the enormous physical exertion associated with firefighting. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: standing; walking; running; using hands to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching, or crawling; talking or hearing; and smelling. The employee is also required to lift and/or move objects of very heavy weight. Vision is required in this position. The employee must maintain the physical ability to perform the duties of this job.

While fire fighting, the employee is exposed to fire, wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat, moving mechanical parts, vibration, and risk of electrical shock. The noise level in the work environment can vary from quiet while in the station house to very loud at fire scenes.