

# BONITA SPRINGS

*Fire Control and Rescue District*



<b>Position</b>	<i>Firefighter</i>	<b>Department</b>	<i>Suppression</i>
<b>Reports to</b>	Lieutenants	<b>Supervisor to</b>	None
<b>Effective date</b>	February 2020	<b>Revision date</b>	October 2019
<b>Pay Grade</b>	17 or 18 (per contract)	<b>FLSA Status</b>	Non-Exempt
<b>Union</b>	Suppression	<b>Pension</b>	Firefighters Retirement Sys.

## *Purpose of Firefighter:*

The purpose of the position is to respond to fire alarms and other emergency calls as required. Firefighters are required to perform the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance, to operate fire apparatus at the scene of emergencies, and provide medical assistance at the EMT level as necessary. The position is required to work rotating shifts. The position works according to set procedures under close supervision. The work is evaluated by attainment of objectives, a review of written and oral reports, and thorough periodic conferences with supervisor.

## *Pre-Qualifications for Firefighter:*

*The requirements listed below are representative of the education, experience, and knowledge required for the position.*

<i>Education and Experience</i>	Requires meeting requirements of F.S. 633.406 and 633.408
	Requires a High School Diploma or GED equivalent
	No experience is required
<i>Licenses</i>	Valid Florida Driver's License
	State of Florida Emergency Medical Technician certification

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## *Physical Requirements of Firefighter:*

The Firefighter is required to perform prolonged and arduous physical work under hazardous and adverse conditions. The physical work required involves remaining in a stationary position, traversing, ascending, descending, balancing, positioning, moving, transporting, or raising objects; and exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis. The employee must be able to perform the physical demands of firefighting and emergency services.

## *Mental Requirements of Firefighter:*

The Firefighter is required to complete routine work, follow procedures, and use critical thinking to solve problems which may require intensive understanding of a restricted field and complete familiarity with the functions of the District. There may be exposure to unusual pressure and stressors while performing clerical, manual, or technical tasks prescribed by standard practices. Tasks may require computation, the use of several procedures, and the use of independent judgments with obvious choices. Normal attention is required, with periods of high-concentration for accurate results.

## *Essential Functions Disclosure for Firefighter:*

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

## *Environmental Exposures of Firefighter:*

The Firefighter may risk exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and explosives.

## *ADA Compliance Disclosure for Firefighter:*

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

## *Description Disclosure for Firefighter:*

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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## *General Responsibilities of Firefighter:*

*The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Type correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

## *General Knowledge Requirements for Firefighter:*

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Firefighter shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.*

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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## ***Essential Responsibilities of Firefighter:***

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Responds to emergency and non-emergency calls; performs needed rescues, lifesaving operations and firefighting activities.

Performs equipment and apparatus checks; inspects and checks pumping equipment, ignition, batteries and brakes; repairs malfunctions and/or reports defective equipment to appropriate personnel for repair.

Safely operates firefighting vehicles and equipment; drives apparatus to fire or emergency scene; prepares pumping operation; ensures fire hydrants are located, connections made and equipment properly deployed.

Ensures water is pumped to fire at designated pressure; suction hose and fire hoses are properly located; checks condition of motors and equipment during operation; makes necessary adjustments and/or changes.

Selects appropriate hose nozzle type, lays hose line, connects to pump and/or fire hydrants; directs water or chemicals onto fire.

Completes and maintains logs, forms and reports of activities, according to department guidelines and accepted record keeping practices.

Ventilates fires to release heat and smoke; places salvage covers to prevent water damage; prevents fires from re-kindling.

Performs advanced life support procedures when privileges have been obtained and when assigned.

Participates in the cleaning and maintenance of fire apparatus, equipment, stations and grounds; ensures equipment is maintained in a state of constant readiness for emergency response, or as needed.

Participates in department training and practices street drills.

Learns street and fire hydrant locations; becomes familiar with area and road networks.

Participates in fire inspection, prevention, and public education/relations activities.

Participates in pre-fire planning, fire hydrant maintenance, testing and mapping, and other fire prevention activities and programs.

Promotes the District by exemplifying a professional appearance, service, and overall experience to the Public.

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## *Essential Skill Requirements for Firefighter:*

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The firefighter shall have an appropriate level of skill in these requirements upon hiring.*

Ability to establish and maintain effective working relationships with co-workers, and other agencies.

Ability to analyze problems, identify alternatives, and take corrective actions.

Strong written, verbal, and analytical skills.

Ability to make sound decisions and judgment calls.

Developing constructive and cooperative working relationships with others.

Ability to prepare and make presentations in front of groups.

Ability to communicate, convey, or express information.

Knowledge of company policies and procedures.

Knowledge of local, state, and federal laws relating to all facets of fire department operations.