



GRAND HAVEN CHARTER TOWNSHIP
Job Description

Position: **FIRE FIGHTER – PART-TIME**
Department: Fire/Rescue
Reports To: Fire Chief
Status: Regular, Part-Time, Non-Exempt
Pay Grade: Part-Time Fire Fighter
Revision: 2/2015
Reviewed: 2/2015

SUMMARY:

Under the general supervision of the Fire Chief and the immediate line officer or full-time firefighter, the part-time firefighter is responsible for fire fighting entailing the combating, extinguishing and preventing of fires, and the saving of life and property. The part-time firefighter is a dual role member of the department having emergency medical care responsibilities in addition to fire fighting responsibilities.

Depending upon the nature of the emergency, these personnel provide basic life support, perform extrication and rescue, or act as firefighters in fire suppression or hazard control activities. Routine duties include the maintenance of fire fighting equipment and fire department property, the ability to interact with patients, independently assess and treat medical emergencies, follow established protocols and document findings and events for the patients medical record.

Work is often carried out under stressful conditions in the presence of contagious disease and environmental, chemical, or physical violence hazards. Considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a supervisor for instruction is not possible.

ESSENTIAL FUNCTIONS:

- Extinguishes uncontrolled fires in wild land, residential, commercial and industrial occupancies/areas.
- Performs necessary basic or advanced life support in accordance with the employee's Emergency Medical Services licensure and Ottawa County Medical Control protocols.
- Ventilates fire to release heat and smoke, places salvage covers to prevent water damage and prevents fire from rekindling.
- Wears department-issued turn out gear at all emergencies unless given permission to remove it from officer in charge.
- Operates large emergency vehicles during both day and night in emergency situations while exercising due care and caution in regard to speed, traffic control devices, congested traffic,

unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice, and snow.

- Climbs over obstacles, climb through openings, use ladders to gain access or egress from elevated surfaces.
- Gains access to single and multi-story buildings which may have no accommodations for the handicapped, and which may be in partial or total disrepair.
- Gains access to structures located on dunes and eroding bluffs.
- Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing fire suppression, search and rescue, ventilation, extrication, and other fire and rescue related activities.
- Responds to emergency calls and when required lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines, and other equipment.
- Enters and exits fire apparatus quickly and safely in response to emergency calls.
- Communicates verbally and in writing to superior officers and keeps them informed of all activities.
- Completes investigative and other required written reports of fires, medical emergencies and inspections using sketches, appropriate grammar, symbols and mathematical computations.
- Records event information including patient condition, patient history, treatments, vital signs and scene observations.
- Communicates effectively over fire service radio channels while initiating and responding to radio communications under adverse conditions such as siren usage and high speed vehicle operations.
- Reads communications received and transmit orders and information to firefighters, whether written or verbal.
- Cleans and services apparatus, maintaining it in readiness condition. Reports mechanical failures or other difficulties to superior.
- Assists in cleaning up area of water and debris, turning off hydrants and replacing equipment on the trucks for return to station.
- Restores vehicles and equipment to service as they are no longer needed at the scene and ensures that all equipment is returned to its proper place, in proper condition to respond to another alarm.
- Participates in housekeeping and maintenance in and around the township and fire buildings when applicable. Duties may include, but not be limited to, washing township vehicles, lawn care, snow removal, washing windows, vacuuming, and emptying trash.
- Conducts inspections of industrial, commercial, and residential occupancies for the purpose of identifying and abating fire hazards.
- Prepares, conducts, presents, and participates in fire prevention education activities (i.e. open house, school tours).
- Attends departmental training and meetings as required.
- Participates in outside training and certification programs oriented to position that may be outside of the immediate area.
- Conducts, assists with, and participates in fire drills and training sessions on fire fighting techniques (including but not limited to suppression and prevention), orientations, emergency medical training, and equipment operation.

- Perform all duties as requested and in conformance with accepted department practices and commensurate with his/her level of training.
- Follows, reviews, and provides input on established and new Standard Operating Procedures (S.O.P.'s), rules and regulations, and other regulatory documents.
- Serves on committees for the evaluation of new equipment and/or developing specifications for new apparatus.
- Performs clerical and other tasks as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- High school education.
- Medical First Responder licensure when it becomes available, or within two (2) years from date of hire, in accordance with standards established by the Michigan Department of Community Health.
- Completion of Fire Fighter I and II training when it becomes available, or within two (2) years from date of hire in accordance with the standards established by the Michigan Fire Fighters Training Council.
- Satisfactory completion of Haz-Mat Awareness class when it becomes available, or within one (1) year.
- Satisfactory completion of Haz-Mat Operations class when it becomes available, or within two (2) years.
- CPR certification within one (1) year from date of hire.
- Must complete a minimum of twenty (20) hours of training per year.
- Must possess a valid unrestricted driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly both verbally and in writing to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Considerable knowledge of elementary principles of hydraulics as applied to firefighting.
- Possess excellent customer service skills in dealing with residents and victims.
- Possess the ability, knowledge and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools and other fire suppression equipment.
- Possess thorough knowledge of modern firefighting techniques, rescue and emergency medical operations, and have the ability to apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the

township, physical layout of the township and location of fire hydrants.

- Possess thorough knowledge of the rules, policies, and procedures of the department and township.

PHYSICAL AND MENTAL DEMANDS:

- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to work and make decisions in emergency and pressure situations.
- Able to endure extreme temperatures, heavy smoke conditions, chemical, physical, and mechanical hazards.
- Able to endure heights and confined spaces.
- Can expect to be called at any time regardless of time or weather conditions.
- Climbing/balancing, (i.e. ladders, stairs, and rough terrain).
- Communicating verbally and in writing to superior officers, co-workers, and general public.
- Comprehending and completing tasks based on verbal and written directives.
- Having contact with persons experiencing adverse trauma.
- Having contact with residents and businesses regarding fire hazard violations.
- Hearing, seeing, speaking.
- Interpret readings from gauges under adverse conditions.
- Must be able to gain access to structures located on dunes and eroding bluffs.
- Must be able to physically gain access to single and multi-story buildings which may have no accommodations for the handicapped, and which may be in partial or total disrepair.
- Must have ability to lift heavy equipment and objects, either alone or with the assistance of others.
- Must have ability to safely remove persons from burning buildings.
- Must successfully complete the Township's Performance (Agility) Test as required.
- Reading, writing, communications.
- Walking, bending, stooping, kneeling, crouching and/or crawling.

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature