

CITY OF COLUMBIA

JOB TITLE: Firefighter  
DEPARTMENT: Fire  
REPORTS TO: Captain

January 2007  
Job No. - 403  
Grade - 29

**JOB SUMMARY:** Performs a variety of tasks that may range from emergency incident response/operations to public safety education. Each task will focus on the department's mission to protect lives and property. Tasks may include but not be limited to fighting fires; performing heavy rescues; performing emergency medical care; maintaining City facilities, grounds, and equipment.

**MAJOR DUTIES:**

1. Responds to all types of rescue, fire suppression, medical and non-medical emergency calls and implements action required to save lives and property.
2. Prepares, conducts and participates in continuing study, training and drill activity to achieve and maintain required skills.
3. Maintains equipment, apparatus, hydrants, quarters, station and grounds, and cooks meals.
4. Administers first aid and CPR.
5. Performs salvage operations to include sweeping water and removing debris.
6. Ventilates burning buildings to carry off smoke and gases, and shuts off power sources and gas lines.
7. Drives fire truck and performs as pump operator when required.
8. Conducts visitor tours of the fire station.
9. May perform duties of Fire Captain in their absence.
10. Operates on call twenty-four hours a day, seven days a week for assistance in fire fighting and other emergency situations.
11. Administers emergency medical care and performs vehicle extrication.

**OTHER DUTIES:**

1. Performs other work as required.

KNOWLEDGE AND SKILLS:

\*High school degree or equivalent.

\*Possess and maintain a current and in good standing emergency medical license of minimum State of Tennessee Emergency Medical Technician. (If hired after 1 July 2002)

\*Tennessee Fire Commission Firefighter Certification Level I within one (1) year of employment. (Certification recognized by the Tennessee Fire Commission as Level I)

\*Tennessee Fire Commission Firefighter Certification Level II within two (2) years of employment. (Certification recognized by the Tennessee Fire Commission as Level II)

\*Certified in CPR and first aid.

\*Possess and maintain an excellent work and attendance record.

\*Ability to meet all requirements established by the Columbia Civil Service Board and/or the Fire Department to include but not limited to age, height, weight, physical condition, department medical physical, and pass a written examination and oral review by the Columbia Civil Service Board.

\*Ability to perform strenuous work under adverse conditions for a sustained period of time.

\*Knowledge of the Columbia geography and streets.

\*Ability to understand and follow oral and written instructions.

\*Ability to react quickly and calmly in emergencies.

\*Knowledge of fires, fire fighting tactics, search and rescue procedures.

\*Knowledge of emergency procedures involving chemicals and bomb threats.

\*Skill in operating and maintaining vehicles, equipment, apparatus, rescue tools and grounds.

\*Ability to perform duties of firefighter on call twenty-four hours a day, seven days a week.

**SUPERVISORY CONTROLS:** The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to supervisor for decisions or help.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves choices requiring the employee to recognize the differences among recognizable situations.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operations of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**PERSONAL CONTACTS:** The contacts are with employees in the same agency but outside the immediate organization and generally are engaged in different functions, missions, and kinds of work. The contacts are with members of the general public as individuals or groups, in a moderately structured setting. The contacts are generally established on a routine basis, the exact purpose of the contact may be unclear at first to one or more of the parties and one or more of the parties may be uninformed concerning the role and authority of other participants.

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work requires extended physical and mental exertion under highly stressful conditions such as defending oneself from physical attack or imminent danger. Fire fighter should be able to perform the job of fire fighter by wearing protective clothing which includes boots, fire pants, fire coat, helmet, hood, gloves and air mask. Glasses should not have to be worn in order to see to do work while wearing breathing apparatus. Be able to crawl, bend lift in excess of 50 lbs, climb while carrying hose, axe, nozzles or other tools, be able to work at extreme heights (30, 40 50, 75 to 100 ft). Be able to bend, twist, walk bent over.

**WORK ENVIRONMENT:** The work involves imminent danger from conditions or events which cannot be fully anticipated or protected against.

**SUPERVISION EXERCISED:** Positions have no formally assigned supervisory responsibility or authority.