

City of Sparta Job Description

Job Title: Lead Fire Fighter
Department: Fire
Reports To: Fire Chief
FLSA Status: Nonexempt
Approved By:
Approved Date: November 25, 1998

SUMMARY

Controls and extinguishes fires to protect life and property, contributes to fire prevention, and maintains equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responds to fire alarms and other emergency calls; drives and operates firefighting vehicles and equipment; in absence of Fire Chief may be designated as in charge of fire scene and responsible for directing other Firefighters and volunteer firefighters; communicates with superior during fire by portable two-way radio as needed.

Selects hose nozzle and flow rate, depending on type of fire, and directs stream of water or chemicals onto fire.

Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.

Creates openings in buildings for ventilation or entrance.

Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.

Assists arson investigator as needed.

Extricates accident victims from vehicles.

Administers first aid and artificial respiration to injured persons and those overcome by fire and smoke.

Prepares incident reports and enters data into National Fire Incident Reporting System.

Maintains fire fighting apparatus and equipment; tests and maintains hydrants.

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned, such as:

Responds to inquiries from the public.

Maintains fire station quarters, buildings, and grounds.

May serve as hazardous material first responder.

May be licensed paramedic and provide emergency treatment of victims as qualified.

May provide fire safety education for schools, industry sites, and civic groups.

May serve as public information officer for Fire Department, maintaining positive relationships with media and the public.

May inspect buildings and equipment for compliance with fire codes to ensure fire protection and life safety; may issue burn permits; may assist codes personnel with plan reviews; maintains records of fire code inspections.

May conduct pre-fire planning to identify fire hazards, construction and occupancy classifications, site access points, and locations of fire extinguishers and sprinkler supply systems.

SUPERVISORY RESPONSIBILITIES

This job may provide work direction to other Fire Department personnel and volunteer firefighters in the absence of The Fire Chief.

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Knowledge of firefighting techniques and methods; ability to operate a variety of fire fighting equipment and apparatus.

Knowledge of fire prevention and state and City fire prevention and firefighting regulations.

Ability to perform first aid.

Ability to react quickly and calmly in emergency situations.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one to two years of firefighting experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; explosives; and vibration. The noise level in the work environment is usually loud.