



LEE COUNTY, GEORGIA

Classification Specification

Firefighter/Recruit (6550)

FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to prevent, suppress and extinguish fires and to perform other related firefighting activities. Incumbents in this classification attend the fire academy.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Attends training sessions as required to gain skills and knowledge regarding department operations, job performance, firefighting skills, and policies, procedures, rules and regulations; reads professional literature and training materials; completes tests and skills assessments; and obtains and maintains professional affiliations.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations; responds to instructions from dispatcher; and contacts appropriate related agencies as needed.

Provides protection of life and property: suppresses, controls, and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; establishes openings in buildings for entrance, ventilation, or salvage; ventilates smoke and gas from buildings; performs salvage operations, such as throwing salvage covers, sweeping water, and removing debris; assists with cleanup activities; and exercises control of emergency situations until relieved by a superior officer.

Responds to a variety of emergency calls requiring the administration of basic first aid and medical treatment; provides medical assistance according to certification; and assists EMS with patient care.

Maintains a state of readiness/preparation for emergency response: checks/maintains stock of equipment and supplies on fire vehicles and in fire station; re-loads equipment and apparatus following response to emergency calls;

assists in preparing apparatus for subsequent emergencies and in testing personal equipment, hoses/pumps, and other tools and apparatus; and ensures the emergency medical service equipment is properly stocked and operational.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, cleaning quarters, or grounds maintenance: monitors equipment operations to maintain efficiency and safety; and reports faulty equipment for necessary maintenance work.

Maintains a comprehensive, current knowledge and awareness of applicable regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in physical fitness training, training drills and other continuing education activities; and attends shift meetings, workshops and seminars as appropriate.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews maps, safety alerts, water flow charts, architectural drawings, and other documents; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, lists, charts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, other County employees, law enforcement, attorneys, court officials, property owners, business owners, animal owners, veterinarians, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates and utilizes a variety of equipment to complete essential functions: operates search, rescue and firefighting/suppression equipment, including a fire truck, fire apparatus, hydraulic rescue tools, electric generators, power tools, and other equipment; operates a personal computer and general office equipment and other equipment as necessary; and utilizes lawn maintenance equipment to maintain landscape around station.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific Licenses or Certifications Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding

the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as {delete all that do not apply}dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire,

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.