

<b>Job Title:</b>	<b>Weekday Firefighter</b>
<b>Department/ Division:</b>	<b>Fire</b>
<b>Exemption Status:</b>	<b>Non- Exempt</b>
<b>Immediate Supervisor:</b>	<b>Fire Chief</b>
<b>Normal Work Schedule:</b>	<b>Monday -Friday 8:00 am-5:00 pm (occasionally working 24 hours shifts)</b>
<b>Pay Band:</b>	<b>\$34,000-\$38,000</b>

**Brief Description of the Job**

Batesburg-Leesville Fire Department is a combination department with around 35 members providing an all hazards response within the town limits and unincorporated areas of Lexington and Saluda Counties. The fire department has one full time Chief working Monday-Friday & three personnel rotating on an 24/48 shift with the remainder being volunteer staff. This open position is a newly created position to our department. It will be setup generally as an 8:00-5:00 Monday-Friday (80 hours every two weeks) position. This position will also be responsible for covering 24 hour shifts when one of our 24/48 personnel are out. When you cover a 24 hour shift you will be allowed to flex time out during the week in an attempt to keep your total hours around 80 hrs. in a pay period. The ultimate intent is to take this position and add two additional positions so we can have two persons working 24/48 shifts.

**Essential Functions**

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Responds to various emergency calls from the public including fire, rescue, hazardous materials, and medical calls during all weather conditions.

Operates fire suppression apparatus and emergency vehicles.

Performs daily check and minor repair of all vehicles and equipment.

Cleans and maintains building and grounds.

Performs all record keeping to include but not limited to incident reports, daily logs, preplans, time sheets, equipment records, and personnel records.

Maintains required level of training; attends training to increase knowledge of current standards on a daily, monthly, and annual basis.

Performs preplans on commercial properties, subdivisions; inspects hydrants and water sites; assists with fire inspections and code enforcement.

Performs fire prevention programs for public to include but not limited to daycares, schools, scouts, churches, business, civic organizations.

Performs general office duties to include but not limited to telephone calls, faxes, and e-mails.

Utilizes effective communication skills with various types of radio systems during emergency and non-emergency situations.

Receives and/or reviews emergency response information, transfer of shift information, written correspondence, telephone calls, and verbal direction/communication.

Prepares and/or generates incident reports, shift logs, preplans/inspections, equipment/maintenance paperwork, records, time cards, and training.

Operates fire trucks, water tanker, rescue/service trucks, Wildland truck, pickup truck, self-contained breathing apparatus, hand tools, power tools, monitoring equipment, EMS equipment, and computer.

Uses medical supplies, office supplies, cleaning supplies, firefighting supplies, computer supplies, printer, cell phone, radio, Internet, and computer software, MS Word and Excel, MS Outlook, Adobe Acrobat, etc.

Interacts and communicates with tact and courtesy to dispatchers, fire service personnel, other emergency personnel, immediate supervisor, outside vendors/contractors, and the general public.

#### ADDITIONAL JOB FUNCTIONS

Performs various staff positions but not limited to Incident Command, Safety Officer, Accountability Officer, and Training Officer.

Assists the department with activities and special events.

Performs public relations for the fire department.

Performs other related work as required.

Follow guidelines and procedures set forth in the B-L Fire Departments Standard Operating Guidelines & town employee manual.

#### **Knowledge, Skills and Abilities**

Requires entering data or information. Requires speaking or signaling to people to convey or exchanging information of a general nature. Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as fire trucks, firefighting apparatus, emergency medical equipment, communication equipment, computers or may maintain and repair firefighting apparatus. Requires performing semi-skilled work involving set procedures but with frequent problems. Requires performing addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents. Requires reading technical instructions, and procedures manuals to solve practical problems such as equipment operating instructions; composing routine and specialized reports, and forms, with proper format; speaking compound sentences using normal grammar and word form. Requires performing specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Job Requirements**

Must possess a valid Class "E" state driver's license.

Must possess IFSAC/Proboard Firefighter I and II,

First Responder (Must receive National Registry EMR within 1 year of employment)

Driver Operator certifications

Incident Command Training

May be required to obtain other technical certifications as deemed necessary by supervisor.

### **Physical Requirements**

Must be physically able to operate a variety of machinery and equipment including various firefighting and emergency response equipment, audio-visual equipment, and common office equipment, etc. Must be physically able to bend, stoop, crouch, crawl, climb etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. The job is rated as Moderate to Heavy Work. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels

and to receive detailed information through oral communications and/or make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines; occasional exposure to unpleasant environmental conditions and/ or hazards. Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

### **Essential Safety Functions**

*It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for the job. Finally, each employee must immediately report any unsafe work practices and unsafe conditions as well as any on-the-job injuries or illnesses.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*