



BOONEVILLE

MISSISSIPPI

City of Booneville

Job Description

JOB TITLE: Firefighter

DEPARTMENT: Fire

FLSA: Exempt

REPORTS TO: Station Officer

POSITION SUMMARY

The purpose of this position is to perform a wide variety of technical tasks in support of the fire suppression and prevention functions, emergency rescue and handling of hazardous materials; to operate and maintain a variety of fire and rescue apparatus and equipment; to perform investigative work and other special assignments; and to participate in fire prevention and station and equipment maintenance activities of the Booneville Fire Department.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the firefighting series. Employees within this class are distinguished from the Probationary Firefighter by the performance of the full range of duties assigned under general supervision and by the performance of specialized work as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operational procedures and policies of the work unit having been trained such that they meet the National Fire Protection Association (NFPA) Professional Firefighter standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to emergency calls; provide appropriate services as required including rescue and fire suppression; prepare reports regarding emergency incidents as assigned.

- **Perform rescue for trapped or injured persons; provide necessary first aid in the absence of paramedics; operate numerous types of rescue, emergency and fire suppression equipment as necessary.**
- **Perform a variety of duties relating to fire prevention and suppression under general supervision.**
- **Participate in cleaning and maintaining station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned stations; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.**
- **Drive, operate, inspect, and perform minor repair and preventive maintenance, and other technical tasks related to the apparatus and equipment in the Booneville Fire Department.**
- **Participate in cleaning and maintaining station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned stations; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.**
- **Participate in training and maintaining the knowledge, skills, and abilities required to meet the National Fire Protection Association (NFPA) standards for a Firefighter covering the areas of fire alarms and communications, emergency medical care, fire behavior, rescue, safety, overhaul and inspections and the use of equipment and techniques including portable extinguisher, SCBA, forcible entry, ventilation, ropes, hoses, nozzles, and appliances, fire streams and sprinklers, salvage, and the use of ladders and water supplies.**
- **Participate in a variety of fire prevention and operations activities and programs including safety and training, fire investigations, code enforcement, oversight of the fire scene and equipment operation and maintenance; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.**
- **Study street and apartment locations in assigned district; study building plans and fire prevention systems in buildings in assigned district; study pre-fire plans.**
- **Use departmental computer equipment to review records, inquire about activities and programs and input various data.**
- **Give tours of assigned fire station, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public.**

- Be able to perform other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education

Education: High school diploma or GED

Experience (yrs.): Completion of the required course of training as a Firefighter in the City of Booneville

Substitutions Allowed for Education:

None

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certifications and Licenses:

- Meet the Mississippi Standards for Emergency Medical First Responder
- Meet the standard for Hazardous Materials, First Responder-Operational as per 40 CFR 311
- Possession of certification as a Firefighter by the State of Mississippi.
- Possession, of or ability to obtain, an appropriate valid driver's license.
- Possession of an appropriate, valid Emergency Medical Responder's certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Policies and procedures of City of Booneville and the Booneville Fire Department.
- Have knowledge of operation, maintenance and uses of modern firefighting apparatus and equipment including aerial and pumping apparatus.
- Have knowledge of C.P.R. and First Aid procedures.

- **Understand operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.**
- **Be familiar with pertinent Federal, State, and local laws, codes and regulations.**
- **Have knowledge of the National Fire Protection Association standards for a Firefighter.**
- **Be familiar with the International Fire Code and Building Codes.**
- **Understand and know the principles, practices, methods and techniques of modern fire and life safety and fire suppression and emergency medical activities.**
- **Understand the geography of the city and surrounding area.**
- **Specialized communication equipment.**
- **Possess knowledge of various building construction techniques and the consequence of each type of fire suppression and prevention activities.**
- **Understand approved procedures and policies for hazardous or toxic materials storage, transport and clean-up.**
- **Practice safe work practices and procedures.**
- **Meet NFPA standards for a Firefighter.**
- **Work under stress and use good judgment in emergency situations.**
- **Tactfully respond to requests and inquiries from the general public.**
- **Operate specialized emergency communications equipment.**
- **Assist in resolving a variety of situations characterized by conflict or danger.**
- **Prepare and safely operate department vehicles, apparatus, and other emergency equipment. Prepare clear and concise reports.**
- **Establish and maintain cooperative working relationships with those contacted in the course of work including city and other government officials, community groups and the general public.**
- **Apply Federal, State, and local policies, procedures, laws and regulations.**
- **Work irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.**
- **Communicate clearly and concisely, both orally and in writing.**

- Reasonable accommodation which does not create undue hardship will be made to enable individuals with disabilities to perform essential functions.

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.

- **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 apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- **Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability**: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include: directing/participating in fire suppression activities; running, walking, crouching, or crawling during emergency operations; moving equipment and injured/deceased persons; climb stairs/ladders; walking, standing or sitting for extended periods of time; performing life-saving and rescue procedures; operating assigned equipment.

- **Sensory Requirements**: Maintain effective audio-visual discrimination and perception needed for making observations; reading and writing; operating assigned equipment; assessing the situation; at an incident scene; communicating with others.

- **Environmental Factors**: Effectively deal with personal danger which may include exposure to hazardous chemicals and materials; fumes and smoke; intense heat; electrical hazards; confined or high work places; dangerous persons and/or animals; extremely loud noises; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.