

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Position Description Firefighter	<b>NUMBER:</b> 121
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<b>EFFECTIVE DATE:</b> November 6, 2006	<b>REEVALUATION DATE:</b> November 6, 2007
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**I     PURPOSE**

To establish the duties and responsibilities for the position Firefighter for the City of Auburn Hills Fire. Department as defined by the accompanying position description.

**II    GUIDELINE**

In the capacity of Firefighter, the individual will assume the authority and responsibility of command due persons of the rank.. At incident scenes, the individual will work under the supervision of the highest ranking command officer. In the absence of a command officer, the individual will work in conjunction with other Firefighters, or will assume command as the most senior Firefighter.

## **POSITION DESCRIPTION**

Class Title:	Firefighter/EMT/Paramedic	Job Code Number:	23390.02
Department:	Fire	Grade Number:	None
Division:	Suppression	Union:	IAFF
Date:	November 6, 2006	Location:	P. S. Building

### **GENERAL PURPOSE**

Protects life and property by performing fire fighting, emergency medical services, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

### **SUPERVISION RECEIVED**

Works under the general supervision of a Fire Lieutenant.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire training, attends classes in fire fighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

## **MINIMUM QUALIFICATIONS**

### **Entry Level:**

- A. High school diploma or GED equivalent;
- B. No specific work related experience required;
- C. Must be 18 years of age or older at time of employment;
- D. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation;
- E. No felony convictions or disqualifying criminal history within the past seven years;
- F. Must be able to read and write the English language;

### **Necessary Knowledge, Skill's and Abilities**

- A. Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public.

### **Selection Guidelines**

- A. Formal Application
- B. Written Examination
- C. Interview
- D. Conditional Offer of Employment
- E. Driving Record Verification
- F. Background Verification and Check
- G. Physical Examination and Drug Screen
- H. Physical Agility Test (Oakland Fire Training Institute or equivalent subject to approval by the AHFD. Documentation required)
- I. Final Offer of Employment

## **LATERAL ENTRY (FULL-TIME FIREFIGHTER)**

### **Minimum Qualifications**

- A. Must meet all Entry Level requirements.
- B. Completion of MFFTC Firefighter II, Hazardous Materials Operations, Drivers Certification Training, Incident Command System;
- C. Must possess Michigan Department of Public Health Paramedic License;
- D. Must meet City residency requirement within 90 days.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Knowledge of fire suppression and prevention principles, procedures, techniques and equipment; Knowledge of Emergency Medical Services procedures, techniques, principals and equipment.
- B. Skill in the operation of the listed tools and equipment.
- C. Ability to apply standard fire fighting and EMS techniques to specific situations;
- D. Ability to follow verbal and written instructions;
- E. Ability to communicate effectively orally and in writing;
- F. Ability to establish effective working relationships with employees, other agencies and the general public;
- G. Ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;

### **SELECTION GUIDELINES**

- A. Formal application;
- B. Review of education and experience;
- C. Written examination;
- D. Interview with Chief Officers from outside of department;
- E. Interview with Fire Department and City Administration;
- F. Conditional offer of employment;
- G. Background verification and check;
- H. Driving record verification and check;
- I. Psychological evaluation;
- J. Physical examination with drug screen
- K. Final offer of employment

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **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 frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 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 the 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain fire fighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.