



SOUTHPORT FIRE DEPARTMENT JOB DESCRIPTION

LEAD FIREFIGHTER

GENERAL PURPOSE OF POSITION:

Performs intermediate technical and protective service work for the Southport Fire Department, ensuring assigned apparatus, equipment and facilities are maintained in appropriate readiness, operating firefighting and rescue apparatus in a safe and efficient manner, assisting with technical expertise and equipment operation in technical rescue operation, and related work as apparent or assigned. Employee will be expected to lead by example, in support of fire suppression, fire prevention, hazardous materials, emergency medical and other emergency services; and other tasks or duties as assigned by superiors. This position supervises fulltime firefighter positions and assists with overseeing volunteers on shift. This position is designated as essential during emergency or disaster situations. Work is performed under the limited supervision of the fulltime Assistant Fire Chief.

MAJOR DUTIES AND RESPONSIBILITIES:

- Participates in fire suppression, fire prevention, emergency medical services, technical rescues, training and disaster preparedness program services and activities.
- Responds to emergency incidents as required by departmental policy.
- Treats patients at the scene, enroute to the hospital, and in a pre-hospital setting in accordance with departmental policy; protects privacy of all patient information in accordance with departmental policy.
- Conducts and prepares pre-incident surveys, secures emergency scenes, performs fire extinguishment, performs salvage and overhaul operations, and provides emergency medical services.
- Supervises and performs station maintenance and duties; conducts repair or alteration to station facilities, grounds and equipment; performs routine and periodic inspections of Apparatus and hydrants.
- Operates department apparatus, vehicles and radios.
- Coordinates activities with program managers and career/volunteer staff, striving for consistency throughout the organization.
- Represents the department at various events such as parades, safety days and community events.
- Participates in ongoing firefighting, rescue and emergency medical training; attends and participates in professional group meetings; stays abreast of new trends and innovations

- in the field of fire prevention, suppression, training, and management.
- Conducts public information/education classes related to fire prevention, hazardous materials, disaster preparedness and other department activities.
- Prepares and maintains a variety of records, manuals, and reports.
- Assists with the supervision of fulltime firefighters, and volunteer shifts.
- Performs work during emergency/disaster situations upon request and as assigned by the Assistant Chief, superiors, or higher ranking officer.
- Performs all other duties and responsibilities as assigned by superiors or higher ranking officer.

JOB CONTEXT:

The Lead Firefighter position is a full-time permanent position in the Fire Department. The immediate supervisor for this position is the Fulltime Assistant Chief. The person in this position is supervised daily regarding briefings and task assignments. The person in this position works autonomously, conferring weekly with his/her immediate supervisor. The person in this position works a 12 hour shift, (Work Mon/Tues, off Wed/Thurs, Work Fri/Sat/Sun, off Mon/Tues, Work Wed/Thurs, off Fri/Sat/Sun), also working two to three times a month attending various training/business meetings of the department held in the evenings. The individual must be flexible with their schedule and will be an essential employee in the times of emergencies, natural disasters, and during a state of emergency.

LICENSES AND CERTIFICATIONS:

The person in this position must have a valid North Carolina driver's license, and also must obtain and maintain yearly CPR certifications. Fire fighter 1 & 2 state certification, Basic level EMT or AEMT, Haz-Mat Operator, and Emergency Vehicle Driver certification preferred, Fire Officer 1 & 2 preferred, or must obtain within 12 months of hire date.

EDUCATION AND EXPERIENCE:

The person in this position must have a high school diploma or its equivalent, be competent in spelling and grammar, possess good people skills for dealing with both employees and the public and be proficient in the use of computers and various types of software.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

Basic understanding of City and State laws, codes and ordinances

General knowledge of the geography and street layout of the service districts and surrounding areas.

Some knowledge of fire ground tactic and strategy, the Incident Command System (ICS), principles of incident safety, hazardous materials incident management techniques, and emergency medical practices.

Ability to lead by example in fire suppression, fire prevention, emergency situations and disasters.

Ability to supervise 7-8 fulltime/volunteer members of the department.

Use appropriate professional language at all times, use proper grammar and use of English in speaking and writing

Some knowledge of fire science theory, principles and practices and their application to a wide variety of emergency service operations including emergency medical care, fire suppression, fire prevention, and fire investigation; operational characteristics of fire apparatus and equipment including emergency driving techniques; safe fire apparatus operation; fire prevention principles, methods, and practices.

Departmental rank structure

Departmental procedures

Employee training specifications

Counseling and public relations skills

Computer operations and applications, including word processing and spreadsheets

OSHA standards and regulations concerning employee safety

Federal and state statutes concerning the work of the department

Ability to operate in extremely dangerous scenarios and life and death environments that potentially expose the individual to great bodily harm or death.

Ability to perform in dynamic, highly stressful situations.

Ability to react quickly and calmly in all types of emergency and departmental scenarios.

Ability to analyze problems, identify alternative solutions and project consequences of proposed actions.

Ability to assess situations to determine tactical objectives on emergency scenes.

Ability to work extended hours and days to meet all operational needs when necessary. May be recalled to duty at any time by an Incident Commander or the Fire Chief.

Ability to wear a respirator (SCBA) to safely perform firefighting operations, or perform rescues in conditions where smoke or gases may be present; duties may require SCBA usage for thirty (30) minutes to several hours at one time.

Ability to follow oral and written directions.

Ability to establish and maintain effective working relationships with associates, other medical personnel, law enforcement, and the general public.

Skills and Abilities

Give strong attention to details

Maintain confidentiality

Maintain accountability

Promote public relations

Gain respect of fellow employees

Use common sense and intuition

Develop principles, methods, practices and procedures of effective training

Handle department vehicle and equipment in extreme conditions

Exhibit time organization, planning, and leadership

Work under adverse conditions

Prepare and present effectively, oral and written informative material relating to the activities of the department

Diagnose problems and determine the best solution

Communicate effectively with other City employees, both oral and written

Work autonomously when necessary

Handle multiple tasks simultaneously with frequent interruptions

Deal with others in a professional manner

Maintain professional composure in heated situations
Follow Departmental and City policies and procedures

Physical Requirements

This work requires regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions; frequently requires sitting, tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and exposure to fumes or airborne particles; work occasionally requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, and may be required to wear specialized personal protective equipment; work is generally in a loud noise location

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

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| JOB TITLE: Lead Firefighter | FLSA: Non-Exempt Hourly |
| Department: Fire Department | Reports to: Lead Firefighter |
| Shift Hours: 12 hours | Starting Salary: \$ 32,200.00 |

I, [_____], acknowledge that I understand the requirements, essential functions and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that the City of Southport may exercise its employment-at-will rights at any time.

Employee Signature: _____ Date: _____