

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

<b>CLASSIFICATION TITLE:</b>	<b>FIREFIGHTER</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING</b>

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### **PURPOSE OF CLASSIFICATION**

The purpose of this position is to perform specialized duty work functions in preparing for and responding to fire/rescue emergency calls and in providing general support within the Fire Department. Duties and responsibilities include maintaining readiness for emergency call response; responding to fire, Vehicle rescue, and related emergency calls when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks related to the Rutherford County Fire Department. Reports to Shift Officer.

### **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.**

Responds to emergency calls for fire, vehicle rescue, and other emergency situations

Removes individuals from dangerous/hazardous situations

Performs all activities necessary to suppress/extinguish fires

Performs vehicle rescue

Maintains fire hydrants

Provides education to the public on fire safety/prevention as well as conducts tours of fire station facilities.

Cleans/maintains fire stations, grounds, apparatus and other equipment; makes minor repairs/adjustments to apparatus and equipment.

Operates machinery, equipment and light motor vehicles; ensures appropriate maintenance;

May operate specialized fire vehicles/equipment (fire engines, ladder trucks, pumps, etc.) with sufficient experience and training.

Receives and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate.

Responds to routine requests for information from officials, volunteers, and members of the staff, the public or other individuals.

Participates in and conducts training classes.

May be required to fill in for a firefighter of a higher grade or rank on a temporary basis, but not to exceed 30 continuous shifts and perform related duties as required.

Provides emergency medical care to injured or sick patients

## **Rutherford County, Tennessee • Firefighter**

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Must work hours as scheduled.

Completes work at assigned work station as determined by supervisor. May function as an engineer when required.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Must possess a high school diploma or GED and have at least one (1) year of firefighting and/or EMS experience. Certification as a Tennessee Fire Commission Firefighter I, Hazardous Materials Awareness Certificate, Hazardous Materials Operations Certificate, and NFPA compliant vehicle extrication is required within one year of employment. A valid State of Tennessee or National Registry licenses as an EMR and/or EMT-B, ICS 100, 200, 700, and 800 is required. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange administrative, firefighting and emergency medical information. Includes giving assignments and/or directions to co-workers or assistants.

**Language Ability:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of certified firefighter. Requires the ability to write reports using proper punctuation, spelling and grammar. Requires the ability to speak with and before others with poise and confidence, using correct English and a well-modulated voice.

**Intelligence:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of certified firefighter.

**Verbal Aptitude:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, visually with supplied equipment.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must be able to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average level of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be able to perform under considerable stress in emergency situations.

**Knowledge of Firefighting:** After completing one year of service, must have considerable knowledge of the policies, procedures, and activities of RCFD practices as they pertain to the performance of duties relating to the job of Certified Firefighter. Must have considerable knowledge of RCFD practices as necessary in the

completion of daily responsibilities. Must know how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Must keep up with changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Must be knowledgeable and proficient with computers.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Must be able to drag up to 200 pounds. Physical demand requirements are at levels of those for very heavy work. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, 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 fire, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, or vibrations.

## **PHYSICAL DEMANDS ANALYSIS**

### **1. STANDING AND WALKING**

**Tasks:** assisting and caring for others, monitoring situation, tour of fire station

**Surface:** indoors, outdoors

**Estimated Total Hours:** 8 **Maximum Continuous Time:** 2

### **2. VISION**

Type of Use	Yes	No
Color Vision	X	
Distance Vision	X	
Night Vision	X	
Depth Perception	X	

### **3. HEARING**

Type of Use	Yes	No
Noisy Environment	X	
Quiet Environment	X	
Sound Discrimination	X	
Directional Hearing	X	

### **4. SITTING**

**Tasks:** operating vehicles,

**Estimated Total Hours:** 3 **Maximum Continuous Time:** 3

### **5. LIFTING/CARRYING**

**Objects:** Human victims, fire hose, power saws, extrication equipment, axe, ladders, power fans

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.		X	X		
11-25 lbs.		X	X		
26-50 lbs.		X	X		
51-75 lbs.		X	X		
76-100 lbs.				X	
>100 lbs.				X	

#### 6. PUSHING/PULLING

Objects: fire hose, ladders, power fans, pike poles, sheet rock

Height of hands above floor during push: 2-3 feet

#### 7. CLIMBING

Tasks: firefighting

Device: ladders

Height: 20-35 feet

Frequency: daily

#### 8. BENDING/SQUATTING/KNEELING

Tasks: retrieving equipment

Frequency: occasionally

#### 9. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	360 degrees	Daily	30 mins	30-35 lbs.
21-36"				

#### 10. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Poor Ventilation	X	
Hazards	X	
Computer Monitor Screen Glare		X
Varying Work Sites	X	

Inside Building	<u>50</u> % of time
Outside	<u>50</u> % of time

**11. OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling/Kneeling</b>	X	
<b>Jumping</b>	X	
<b>Running</b>	X	
<b>Lying on Back</b>	X	
<b>Lying on Stomach</b>	X	
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>	X	
<b>General Cleaning</b>	X	
<b>Handling Trash</b>	X	
<b>Driving</b>	X	

**12. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		
<b>Grasp</b>	X		Daily
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc.</b>	X		Daily
<b>Finger Dexterity</b>	X		Daily

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Rutherford County, Tennessee, 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 volunteers to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the volunteer assigned to the position and the immediate supervisor.

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Employee Full Legal Name (printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date