TIPTON FIRE DEPARTMENT

# JOB DESCRIPTION

**TITLE: FIRE FIGHTER**

**PURPOSE OF THE POSITION:** This position exist to provide to the citizens of the City of Tipton a person, or persons, who will be available on a 24 hour basis to respond to calls of an emergency nature related to firefighting, fire prevention and EMS.

**DEFINITION OF TERMS:**

**ACTION,** A physical procedure undertaken by the officer as part of the performance of the functions of the position.

**DECISION,** A metal procedure to determine a course of action which the officer undertakes as part of the performance of the functions of the position.

**PROCESSES,** A series of physical actions and concurrent decisions an officer undertakes as part of the performance of the functions of the position.

**ESSENTIAL FUNCTIONS:** The following functions have been determined by the City to be essential to the successful performance of this position.

* Responsible for answering the phone at the fire station and responding to calls from citizens. This function involves a number of processes as described below.
	+ By listing to the person on the phone, the firefighter determines the nature of the call. Not all calls are emergencies and not all emergencies are handled by the Fire Department.
	+ Depending on what the person says, a determination is made as to the type of call and the firefighter decides what response is correct, or appropriate, for that type of call.
	+ Depending on the type of response needed, the firefighter takes various actions as directed by procedures laid out by the department for the correct response.
* Responds to calls of an emergency involving fire to physical structures. This involves these processes.
	+ Depending on the nature of the emergency, decisions are made to determine what course of action may be taken.
	+ Using a fire truck for transportation drives or rides to the scene of the emergency.
	+ While en-route to the scene, uses a two-way radio (portable and/or mobile) to maintain contact with the fire station and Tipton County Dispatch Center, to report on progress of the response to the emergency and any additional information available related to the emergency.
	+ Upon arrival at the scene, a determination is made as to what actions are taken. This is referred to as determining what “mode of response” is most appropriate to the situation. Upon direction from a superior officer, takes actions based on one of two possible “modes of response”.
	+ “Offensive Mode of Response” involves two distinct different possible courses of action depending on circumstances at the scene of the emergency.
* OFFENSIVE MODE OF RESPONSE 1. This is a situation where there is not eminent threat of physical harm to person(s) involved. The fire fighter dons the appropriate equipment and using a hose, enters the structure to determine the exact location of the fire and begins to take action(s) aimed at putting the fire out. This involves the actions below.
	+ The fire fighter dons the appropriate equipment. This is an air-pack and mask. (Approximate weight 70 ponds).
	+ Determines the best way to enter the structure. This may involve using a ladder to climb to the top of the building and a fire axe or chainsaw to cut a hole in the roof through which entry is made.
	+ Attaches the correct to the water outlet valves on the fire truck.
	+ Pulling the hose into the structure to determine the source of the fire
	+ Turns on the nozzle and applies water to the fire.
	+ Communicates with other fire fighters verbally and or by making hand gestures as to what actions to take.
	+ As needed, will check structure for possible spread or extension of the fire to other locations. This may involve tearing down walls, removing burned or smoldering furnishings, etc.
	+ Using appropriate tools, ventilates the structure to allow the smoke to escape from the structure. This may involve breaking out windows, cutting holes in walls or roofs.
	+ May use a large positive pressure fan to force air into the structure through ventilation openings to force smoke out of structure.
	+ Takes action to cover personal belongings and furnishings inside the structure with canvass tarps to prevent further damage from water, smoke and or fire.
	+ Once the fire is extinguished, assists in whatever way possible to help salvage belongings.
* OFFENSIVE MODE OF RESPONSE 2. This is a situation involving possible threat of eminent harm to persons. The fire fighter enters the structure after donning protective clothing. This involves these actions.
	+ The fire fighter dons the appropriate equipment. This is an air-pack and mask. (Approximate weight 70 ponds).
	+ Determines the best way to enter the structure. This may involve using a ladder to climb to the top of the building and a fire axe or chainsaw to cut a hole in the roof through which entry is made.
	+ Attaches the correct to the water outlet valves on the fire truck.
	+ Pulling the hose into the structure to determine the source of the fire
	+ Using a hose, the fire fighter enters the structure to begin the search for possible victims. This search is conducted by crawling on hands and knees. Remaining close to the floor. Depending on information provided, may enter the structure through a window, or a door not used as a main entrance.
	+ Once the person(s) is/are found, the fire fighter takes various actions, depending on the circumstances. This could involve:
		- If the victim is conscious, the fire fighter leads the victim from the structure
		- If the victim is unconscious, the fire fighter will have to bring the person from the structure. This may involve carrying the person(s) from the structure. In some situations, the fire fighter may have to drag the person from the structure. Primary purpose of the fire fighter at this point is to remove the persons from the structure.
* Once person(s) are removed from threat of eminent danger then steps identical to those listed above are taken to extinguish the fire and resolve the emergency.
* DEFENSIVE MODE: Involves the process below.
	+ The fire fighter will not enter the structure. The structure will be hosed down with water from the exterior of the structure.
	+ In some cases, the fire fighter will apply water to structures that are close to the burning structure to prevent the spread of the fire.
* When the emergency situation is resolved, the fire fighter uses the fire truck to return to the fire station.
* Upon returning to the fire station, actions are taken to return all equipment to a condition where it is ready for the next emergency response. This may but is not limited to these actions.
	+ Wash and dry hoses.
	+ Refill and clean air packs
	+ Load clean dry hose back onto fire truck.
	+ Clean and repair if needed tools and equipment used.
* Responds to medical emergencies other than fires such as:
	+ Auto extrication.
	+ Provide Emergency Medical Services such as;
		- Medical First Response (BLS)
		- Assist ALS provider with patients
		- Transport patients to hospital
* On a daily and weekly basis, complete duties to maintain equipment.
	+ Cleaning of the trucks
	+ Operating hand and power equipment for correct operation
	+ Operating pumps on trucks
	+ Testing radios for correct operation
* On occasions, will assume the responsibilities of the superior officer

NON-ESSENTIAL: The following are job functions customarily performed by the person responsible for this position, but are not considered essential functions.

* Performs general cleaning duties on fire station and living quarters on a daily and weekly basis.

MINIMUM QUALIFICATIONS/REQUIRMENTS: The following are the qualifications and minimum requirements necessary for a person to perform this job.

* Sufficient physical agility to perform the physical functions of the position. This would involve these physical activities or processes.
	+ Ability to lift heavy objects and manually manipulate them. Extrication tools weigh approximately 85 pounds and take both hands to operate. Water hoses range from 50 foot to 100 foot and vary in diameter from one and one half inches (1 ½”) to five inches (5). Empty weight ranges from 17 pounds to 125 pounds.
	+ Ability to crawl on hands and knees wearing full protective gear including SCBA for a total weight of approximately 70 pounds.
	+ Ability to stand or walk while holding, using and manipulating heavy objects under conditions of extreme emergency involving eminent threat to life and property.
	+ Ability to hold and use a section of hose while in use pumping water in or onto a burning structure. Rate of water pumping is approximately 250 gallons per minute.
	+ Ability to carry, lift or drag an unconscious person(s) from a burning structure without assistance.
	+ Sufficient visual ability to perform the functions. Normal vision or vision corrected to normal would be considered normal.
	+ Sufficient hearing to perform the functions. Statistically normal hearing or hearing corrected to the statistically norm would be sufficient.
	+ Sufficient verbal ability to communicate effectively with other members of the department. Position involves situations of extreme threat to personal safety. In these situations, communication is imperative.
* Sufficient cognitive ability to perform the functions of the position. Position involves taking actions, making decisions, performing processes that in some instance must be made on a moment’s notice. Wrong decisions, relating to job performance, can result in loss of life and property.
* Meet the legal requirements for age.
* Valid driver’s license.
* Ability to maintain self-composure under conditions of extreme stress. Position involves readiness to respond to situations that involve possible loss of life and property. Must be able to perform effectively under these conditions.
* Achieve FF-I status within the first year of being hired. This requirement includes classroom training and on the job training. Approximate number of hours involved is about 60.
* Achieve FF-II status by the end of the first year of hire date. Approximate number of hours is about 40.
* Currently have NREMT or Indiana State EMT-B certification
* Successfully complete 50 hours of training on an annual basis.

**EQUIPMENT USED:**

* Fire Truck – A specially equipped vehicle used for response to emergency situations.
* Extrication Tools – Power driven devises used for prying open and dismantling vehicles.
* Water Hose – Hoses of various size and weight to distribute water to fire scene.
* Air-Pac – A Self Contained Breathing Apparatus (SCBA) used to provide air to a person while inside any hazardous environment.
* Entry Tools - A generic term used for a variety of instruments used to force entry into a structure.
* Ladders – A general term used to describe a variety of devices used to provide outside upper level access to structures or high points.
* Nozzles – Devices which fit on the end of a water hose used to improve directional control and amount of water distributed.
* Positive Pressure Fan – A power driven device used to provide an air supply into structure to force smoke out. This device speeds up the ventilation process.
* Cutters – Power driven devices used to cut various parts of a vehicle to make entry and exit possible.
* Back Boards – A device used to place a person on form transport in an emergency situation. Primary purpose is to immobilize person to prevent further injury.
* Stokes Basket – A device used for removing a person from a location where access by personnel is difficult.
* KED – A device to providing neck and back support to a person in a confine space where a back board is to large.
* Portable Fire Extinguisher
* Tarpaulins
* Two-way Radio – This is a battery powered, portable communication device.
* Chain Saw – Used to gain access to buildings and or to remove debris.
* Standard hand tools such as hammers, pliers, wrenches, saws… etc.
* Pocket Mask – This is a linen device of double lining thickness that is portable. It is worn over the mouth by the officer and is used to protect the officer from accidental exposure to HBV or HIV or other contagious diseases while performing first aid procedures.
* Resuscitation Equipment – This is a generic term for a number of devices such as a bag valve mask, oxygen demand valve resuscitator, a pocket mask or other ventilation devices that are used to provide artificial respiration or assist in breathing ventilation during an emergency.

**PLACES WHERE WORK IS PERFORMED:** This work is performed at the City of Tipton Fire Department and on private or public property throughout the City of Tipton.

This job description was prepared from observing the work in process and from information provided by Jonathon A Adams, incumbent in the position with 2 years of experience. Additional information was provided by Mark Herron, Chief of the Fire Department. It was prepared by Michael Murphy, S.S. I/O Psychology, a Human resources Consultant with Human Resources Information Systems, Inc.

Updated by Jeff Ogden, Chief

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Updated by Jordan Crane Firefighter / EMT

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