



**CITY OF WALHALLA POSITION DESCRIPTION**  
**FIREFIGHTER/EMT**  
*(STARTING SALARY RANGE \$36,000 - \$40,000)*

**GENERAL PURPOSE**

Under immediate supervision, performs a variety of fire prevention, suppression and emergency response duties.

**SUPERVISION RECEIVED**

Direct supervision is received from the Shift Leader and Fire Chief.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Respond to emergency situations within the City of Walhalla Fire District to perform fire suppression, hazardous materials incident response and rescue duties;

Provide crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup and evacuation activities as necessary;

Responds to a variety of emergency calls requiring medical treatment at the First Responder level, including administering CPR, removing victims from danger, administering First Aid, etc.;

Participates in fire prevention and fire safety education activities;

Perform fire prevention, pre-fire planning and fire suppression operations.

Ensure proper and prompt response to protect the lives and property of those in need of assistance, in accordance with NIMS.

Maintain records and prepare reports, as required; clean and maintain fire/rescue apparatus, equipment, station and grounds; test fire hoses and fire hydrants; maintain emergency response equipment in a constant state of readiness.

Attend training, seminars and meetings to remain knowledgeable of modern fire suppression and prevention methods and maintain required certifications.

Participate in physical fitness and firefighter training with their assigned crew each shift.

Assist their assigned crew in maintaining a competent level of operational readiness of their assigned station and department apparatus.

Complete assigned progressive training and follow mentoring and coaching advice from supervisors for

career development.

Receive and respond to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Follows department and city policies and procedures, as well as state and federal regulations.

Perform independently, in the absence of higher-ranking officers.

*This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.*

## **PERIPHERAL DUTIES**

Subject to overtime and on-call, as necessary.

May act as Shift Leader, in the absence of an officer.

May assume incident command responsibilities.

Community outreach and public relations.

Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc.

Performs related duties and responsibilities as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High School Diploma or GED

Must be 18 years of age or older

### **Preferred Education, Experience and Credentials:**

IFSAC/ProBoard Firefighter 2

NREMT – Basic or higher

Bi-lingual preferred.

### **Necessary Knowledge, Skills and Abilities:**

Knowledge of modern firefighting tactics and strategies, emergency equipment and use, hazardous materials management, emergency medical services, disaster preparedness and fire prevention.

Possess even temperament, good judgement, positive attitude and excellent human relation skills with the ability to communicate effectively with coworkers, management and the general public.

Ability to quickly and prudently respond in life threatening situations, taking in account a wide variety of factors and concerns.

Ability to establish and maintain effective working relationships, communicating in a positive, friendly manner to employees, supervisor, coworkers, customers, public, etc. at all times.

Proficient computer skills with the capacity to promptly learn new computer software programs relevant to the municipality.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Work is performed onsite; must be present at work to perform the essential functions of this job.

## **SPECIAL REQUIREMENTS**

Possession of a valid South Carolina Driver's License, Class E.

IFSAC/ProBoard Firefighter 1 Certification

CPR and First Aid Certification

Medical First Responder Certification

## **TOOLS AND EQUIPMENT USED**

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment, such as telephone, copier and fax; operate fire apparatus and equipment, emergency medical equipment, building equipment, and other specialized equipment in the delivery of department services.

## **PHYSICAL DEMANDS**

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.

Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion will be required to lift fire equipment/apparatus, which may weigh up to 100 pounds. Physical agility required to access all areas of inspection and fire sites. During emergencies may

be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire while carrying items of weight. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet in the office setting to loud at emergency scenes. Work is performed in emergency and stressful situations.

Work may be performed under adverse conditions involving personal danger, such as fire, including temperature extremes, poor visibility, dangerous atmospheres, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, confined spaces, high stress and exposure to all types of weather conditions and hazardous environments while fighting fires, rendering emergency medical assistance or delivering department services. Errors could result in delayed or reduced levels of service, poor public relations and loss of property and life.

## **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

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 City of Walhalla is an equal opportunity employer.**