

Firefighter Pulaski County Fire-Rescue

Department: Pulaski County Fire-Rescue

Reports to: Fire-Rescue Command Staff

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-exempt, Full-Time Career Staff.

Work Hours: As scheduled, including holidays and weekends.

Essential Employee: Yes, see Pulaski County Personnel Policy.

ESSENTIAL FUNCTIONS: Performs firefighting and rescue functions in conjunction with various County and Town Departments and personnel. Responds to calls for service and performs duties as assigned and per Department policy within the scope of training, qualifications, and capabilities. Performs designated activities to protect and preserve life and property from fire and other potentially hazardous situations, and related work as assigned. Performs fire suppression, rescues, prevention, community education, support, and other duties as directed. Conducts scheduled activities including maintenance, cleaning, testing and upkeep of apparatus and equipment. Provides support to other agencies and departments in accordance with policy and mutual aid agreements.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Must successfully pass a drug test, background check, a Department approved physical agility test and medical screening, and maintain affiliation through the Virginia Office of EMS portal system as a member of Pulaski County Public Safety.

RESPONSIBILITIES:

- Maintains qualifications, certifications, and demonstrates proficiency in all required areas of firefighting, hazardous materials, extrication and other disciplines, as directed and approved by departmental policies
- Maintains proficiency and clearance to drive and operate emergency vehicles in accordance with departmental and County policy
- Maintains collaborative and professional relationships between EMS, Fire Departments, Law Enforcement, and Emergency Management Personnel
- Able to adapt to rapidly changing job functions, as dictated by the County's needs
- Responds to emergency calls including fires, hazardous material incidents, technical rescue, and medical calls

- Conducts daily and routine equipment and vehicle maintenance as per department policy
- Dual-role Firefighter/EMS personnel must maintain certification, and obtain and maintain clearance to practice according to EMS Field Staff Member requirements

ADA REQUIREMENTS: Firefighter and related emergency services functions are both physically and emotionally demanding fields. Staff members who cannot physically or emotionally perform the tasks required must be relieved from duty, either voluntarily or involuntarily. Minimum job functions are defined by Department policy, guided by NFPA 1582 recommendations. Dual-role Firefighter/EMS personnel must also meet EMS requirements outlined in VaOEMS TR-14A/TR-14B for minimum function job descriptions. Working conditions include:

- Normal work environment includes duties in and out-of-doors in all types of extreme weather and temperature conditions
- Appropriate protective measures are required for all procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact to blood, body fluids, or tissue, or a potential for spills or splashes of them
- Hepatitis B Vaccination is strongly recommended
- Potential exposure to hazardous materials
- Lifting and positioning of casualties, co-workers, and heavy equipment is required as per policy
- May be exposed to hazardous environments, including but not limited to: rescue work at emergency scenes such as motor vehicle collisions, industrial and construction sites, roadways, hazardous materials incidents, heavy/technical rescue situations, and fires
- Must operate and travel in emergency services vehicles under both emergency and non-emergency modes in all weather conditions
- Must be capable of working in mentally and physically stressful emergency situations while maintaining skills and abilities
- Successfully complete a physical agility evaluation and medical evaluation, as per departmental policy
- Must be medically approved for, and maintain approval, for the unrestricted use of respirators/SCBAs in accordance with the Respiratory Protection Plan
- Must maintain facial hair/grooming to facilitate the safe use of respirators/SCBAs as per departmental policy

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to function directly in fire suppression and rescue operations
- Understands, utilizes and follows ICS
- Ability to complete orientation and precepting process
- Detail-oriented, with ability to follow complex instructions and procedures
- Ability to follow verbal and written orders and work as part of a team
- Must possess excellent oral, written and interpersonal communication skills
- Must possess a basic working knowledge of office equipment, general typing, filing/record keeping as pertains to fire apparatus and equipment, and general maintenance

- Computer skills as pertains to fire and incident reporting software, as well as effective and professional e-mail, text, and phone communications

EDUCATION AND EXPERIENCE:

- VDFP Firefighter I Certification (Firefighter II strongly preferred)
- Haz-Mat Operations (VDFP or approved equivalent)
- Extrication Technician (VDFP or approved equivalent)
- VDFP approved EVOC Class III Certification
- Other certifications or training as required by Department policy for fireground operations
- Completion of precepting process and any other training as required to maintain authorization to function in assigned roles
- Experience in general firefighting and pump operations
- Experience in EMS and other areas of emergency services preferred
- Dual role Fire/EMS personnel must be certified as an EMR or higher by the Virginia Office of EMS and maintain this status throughout employment, unless authorized by the Director

SPECIAL REQUIREMENTS:

- Meets current County requirements to operate emergency vehicles and completes required clearance process. Must retain eligibility to operate vehicles in accordance with County policy and insurance requirements
- Meets minimum monthly availability/time worked required for position as defined in policy
 - Full-time staff: Works a varying schedule of 48 hours per week
 - Part-time staff: Works shifts based on availability and departmental needs

PROFESSIONALISM AND CONFIDENTIALITY:

- Exhibits excellent work habits and interpersonal skills
- Maintains privacy and confidentiality of privileged information
- Understands and consistently implements all County policies and procedures
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department

TRAINING AND JOB DEVELOPMENT:

- Satisfactorily completes orientation and precepting process
- Completes all required in-service and mandatory training as directed
- Participate in conferences, workshops, webinars, trainings and other opportunities as required by the department
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date