The City Beautiful

City of Coral Gables
Job Description

Job Title: Firefighter
Department: Fire
Classification: 5105
Pay grade: 21F
FLSA: Non-exempt

Prepared Date: 4/2016
Approved By: HR

Summary

Specialized work in the protection of life and property through combating fires, performing emergency medical rescue duties, participating in fire prevention activities, and maintaining fire department equipment, apparatus, and stations.

Essential Duties and Responsibilities

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.

Responds to fire calls. Contains, suppresses and extinguishes fires. Rescues potential victims and preserves property. Operates firefighting apparatus and equipment.

Responds to emergency rescue calls. Applies emergency medical techniques.

Inspects, cleans, and maintains personal gear, assigned apparatus and equipment to ensure operational readiness. Conducts inventory checks. Cleans, maintains and protects fire stations.

Inspects buildings to detect fire hazards. Learns layout of the facilities and collects information for pre-fire planning.

Inspects, tests and maintains fire hydrants. Determines operational readiness and learns hydrant locations.

Records activities to include writing memos, summaries and completing forms.

Conducts tours of fire stations and demonstrates fire equipment. Presents and participates in fire prevention programs to improve public awareness of fire safety.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of modern firefighting techniques and principles. Knowledge of basic mechanical principles in operating a variety of equipment and apparatus. Knowledge of departmental regulations and operating procedures. Knowledge of all firefighting equipment on department apparatus. Knowledge of fundamental principles of hydraulics. Knowledge of emergency medical rescue practices, such as CPR and Advanced Cardiac Life Support (ACLS). Knowledge of the geography of the Coral Gables area.

Knowledge of fire prevention principles and programs. Knowledge of safety procedures for ensuring a safe station/facility environment. Knowledge of the need for personal hygiene. Ability to react promptly and correctly in emergency situations. Ability to communicate effectively with the public in emergency situations. Ability to read, retain and apply guidelines, regulations and policies to a variety of situations. Ability to understand and carry out verbal and written instructions and accept regular supervision. Ability to keep records and write summaries and memos. Ability to read, interpret and comprehend diagrams, charts and gauges. Ability to work with others effectively under a team concept. Ability to conduct tours and present programs to the public. Ability to clean and maintain fire station, apparatus and related equipment. Ability to perform strenuous and prolonged tasks under hazardous conditions. Ability to work in smoke filled environments. Ability to perform tasks requiring balance, motor coordination, and dexterity.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is performed mainly indoors; outdoors when necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear heavy uniform, hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into high level buildings, apartment houses, climb stairs and/or ladders, reach above and below shoulders, walk and bend. Ability to use hand and power tools; operate a ladder truck, rescue truck, fire pumper and other related heavy equipment. Ability to swim as per entrance requirements. Heavy equipment lifting is involved, carrying, pushing and/or pulling of objects, materials and individuals of at least 125 lbs.

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

Minimum Education and Experience

High School graduate or equivalent; College Degree in Fire Science preferred.

Course work in firefighting techniques and fire administration/prevention.

State of Florida Certification as Firefighter.

State of Florida Certification as a Paramedic preferred. Please note that recruits hired without a Paramedic Certification must take and successfully pass the State of Florida Paramedic examination within nine (9) months of hire.

Valid Florida Driver's License.

Completion of required state and local fire safety training programs.