



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	104.13	Effective Date:	2/01/2010
		Revised:	3/31/2019 2/3/2021 4/12/2021
		Reviewed:	4/12/2021
Section:	Organizational Information		
Subject:	JOB DESCRIPTIONS – FIREFIGHTER		
By Order of Fire Chief Patrick J. Parker			

I. Scope

Establishes the guidelines and select duties for the position of Firefighter

II. General

Under supervision, responds to fire alarms, medical emergencies, hazardous situations, and other types emergencies; performs fire safety inspections; and performs other related duties as required.

III. Response

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

- A. Respond to fire incidents. Exercise prudent and safe care in the operation use and maintenance of firefighting apparatus, tools, and equipment. Perform rescue operations and remove victims from life threatening situations.
- B. Stabilize the scene of an emergency to ensure the safety of the victims, the public, and rescuers.
- C. Perform suppression and support functions at fire incidents to include ventilation, salvage/overhaul, and clean-up operations.
- D. Check and inventory all firefighting tools and equipment for readiness; check and inventory EMS medical equipment for readiness.
- E. Clean and maintain apparatus and equipment; inspect firefighting personal protective equipment and perform checks of self-contained breathing apparatus.
- F. At scene of medical emergencies, provide proper patient assessment; appropriately treat the patient and prepare patients for transportation.
- G. Communicate with the Station Officers and other fire crew members to keep them informed of changes in equipment and readiness status.
- H. Participate in pre-fire planning and on-site visits to become familiar with specific target hazards within your response area.
- I. Participate in station drills and training programs.
- J. Complete Annually Required Training Requirements.
- K. Perform fire prevention work assigned in the community such as safety and educational presentations, company inspections, and smoke alarm installations.
- L. Adhere to the Standard Operating Guidelines as set forth by the Grand Traverse Metro Emergency Services Authority (GTMESSA).

QUALIFICATIONS

Knowledge of:

- A. How to use and maintain personal safety gear.
- B. Basic building construction standards, materials, and techniques.
- C. Basic life support emergency medical procedures.
- D. Vehicle rescue/extrication procedures and hazards.
- E. Basic firefighting tactics and strategies.
- F. Fire behavior and control in buildings and wild lands.
- G. Level of knowledge at special operations incidents (Hazardous Materials, Rope Rescue, Confined Space, Water Rescue, etc.).
- H. Search and rescue techniques.
- I. Tools and equipment (appliances, hoses, ladders, apparatus, etc.).

Ability to:

- A. Verbally communicate with other members of a fire crew and follow verbal instructions.
- B. Read and understand materials or instructions in order to apply this information to emergency conditions.
- C. Learn by performing and acquire more skill through practice and feedback.
- D. Work with others on a team, contributing to an overall effort; work closely with other people; establish and maintain effective working relationships with co-workers, supervisors, and the public.
- E. Apply mechanical principles.
- F. Requires a willingness to work in unpleasant, hazardous, and stressful conditions, perform undesirable, routine, or monotonous duties, work irregular hours, wear protective clothing and equipment.
- G. Maintain physical condition appropriate to the performance of assigned duties and responsibilities in full turnout gear, including face-mask and SCBA weighing 55 pounds:
 1. Frequently lift/carry a variety of fire equipment weighing up to 60 pounds and occasionally move injured persons
 2. Climb and balance on ladders
 3. Stoop, kneel, crouch and crawl
 4. Reach and handle tools and equipment

EXPERIENCE AND POSITION REQUIREMENTS

Experience:

Minimum of one year of experience as a firefighter; Associate's or Bachelor's degree in Fire Science may be considered as time worked.

Licenses and Certificates:

Firefighter Level I & II (MFFTC or FFTC Equivalent).

Special Operations Training

- A. Full time suppression employees will be required to obtain certifications in one of the following groups within 2 years of hire.
 1. Hazardous Materials Technician. (Hazmat Group) or
 2. Rope Rescue Technician + one other specialty; Confined space, Trench, Collapse, Water / Ice Rescue, SAR. (Rescue Group)
- B. Regular Part-time suppression employees: Requires Haz-Mat Operations Level

Medical License (must be maintained throughout employment with GTMESA).

A. Maintain Northwest Regional Medical Control (NRMCA) level of function.

1. Regular Full-time Employee: Michigan EMT-B License (minimum NRMCA level of function).
2. Regular Part-time Employee: Michigan EMR License (minimum NRMCA level of function).

Michigan Driver's License (with 0-4 points).

Emergency Vehicle Operator Course (EVOC).

Special Requirement:

Positions in this class are subject to pre-employment drug and alcohol testing, successful completion of pre-employment and annual physical ability test, successful completion of pre-employment National Firefighter Selection Inventory (NFSI) test. Personnel will participate in the GTMESA random drug testing program. This position subject to a thorough pre-employment background check.

Part-time Firefighter Requirements

All part-time firefighters with GTMESA will be required to complete all annually assigned training through the department Training Officer. Additionally, all part-time firefighters will be required to complete a minimum of twenty-four (24) hours of service a month to remain in good standing. The required twenty-four (24) hours will include the following: scheduled duty hours, off duty response or backfill, and department trainings. These hours will be computed monthly based off payroll hours.

WORKING CONDITIONS

Environmental Conditions:

Periodic exposure to extreme working conditions.

This position requires work on weekends, holidays, call back and standby duty.

Physical Conditions:

Job functions require maintaining physical condition necessary for sitting, standing, walking, climbing ladders, and kneeling for prolonged periods of time; as well as handling and reaching. It also requires operating motorized vehicles.

Grand Traverse Metro Emergency Services Authority reserves the right to revise position descriptions at any time without notice.

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Authorized by:

Patrick J. Parker

Chief Patrick J. Parker