



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number: 104.13	Effective Date:	11/17/2024
	Revised:	11/14/2024
	Reviewed:	11/14/2024
Section:	Organizational Information	
Subject:	JOB DESCRIPTIONS – FIREFIGHTER	
By Order of Fire Chief Paul Mackin		

I. Scope

Establishes the guidelines and select duties for the position of Firefighter for Grand Traverse Emergency Services Authority (GTMESSA).

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/rescue 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. Respond to medical emergencies. At scene of medical emergencies, provide proper patient assessment; appropriately treat the patient and prepare patients for transportation.
- G. Communicate with the 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 drills and training programs.
- J. Complete annually required training.
- 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 (SOG) as set forth by GTMESSA.

QUALIFICATIONS

Knowledge of:

- A. Proper use and maintenance of 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. 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 coworkers, supervisors, and the general public.
- E. Apply mechanical principles.
- F. Work in unpleasant, hazardous, and stressful conditions; perform undesirable, routine, or monotonous duties; work irregular hours; properly wear protective clothing and equipment.

EXPERIENCE AND POSITION REQUIREMENTS

Experience:

Must be 18 years of age or older with high school diploma or equivalent.

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. Hazmat Group: Hazardous Materials Technician, or
 2. Search and Rescue (SAR) Group: Rope Rescue Technician and one other specialty; Confined space, Trench, Collapse, Water / Ice Rescue.
- 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).

Positions in this class are subject to pre-employment drug and alcohol testing, successful completion of NFPA 1582 pre-employment and annual physical, successful completion of pre-employment and annual physical ability test (PAT), and successful completion of pre-employment National Firefighter Selection Inventory (NFSI) test. Personnel will participate in the GTMESA random drug testing program and GTMESA health and wellness initiatives throughout employment. This position subject to a thorough pre-employment background check.

Part-time Firefighter Requirements

Part-time firefighters with GTMESA should meet the requirements as outlined in this job description with an exception is that EVOC certification is preferred. Part-time firefighters 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 training. These hours will be computed monthly based off payroll hours.

Part-time firefighters may be employed with GTMESA if they have obtained Firefighter I/II certification and Haz Mat Operations Level certification with the expectation they enroll in an Emergency Medical Technician – Basic (EMT-B) course within six months of hire.

WORKING CONDITIONS

Environmental Conditions:

While performing the duties of this job, the firefighter is regularly exposed to moving mechanical parts and outside extreme weather conditions for prolonged periods, such as sun, snow, sleet, rain, ice, heat, and fog. The firefighter is frequently exposed to hazards associated with emergency driving, and work in and around traffic. The firefighter is frequently exposed to wet and/or humid conditions; high, precarious places; confined spaces; below and above grade elevations; fumes or airborne particles; extreme heat; and vibration. The firefighter is occasionally exposed to toxic or caustic chemicals, smoke, extreme cold, risk of electrical shock, explosives, and risk of radiation. In addition, the firefighter risks exposure to persons and/or articles with contagious and/or communicable diseases and hazards associated with natural and manmade disasters. The noise level in the work environment is usually moderate, but may be loud for extended periods of time, such as working in the station to working at a fire scene or responding to an emergency call. This position requires work on weekends, holidays, call back, and standby duty.

Physical Conditions:

While performing the duties of this job, the firefighter is regularly required to stand, sometimes for long periods of time. The firefighter frequently is required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with the hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The firefighter is occasionally required to sit while completing reports or while driving fire apparatus. The firefighter must regularly lift and/or move up to 50 pounds (various firefighting gear and equipment, frequently lift and/or move up to 100 pounds

(hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

In addition, firefighter must be physically able to wear a self---contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations; as well as applicable GTMESA guidelines.

GTMESA reserves the right to revise position descriptions at any time without notice.

SOG 104.13 Authorized by: *Chief Paul Mackin*
Chief Paul Mackin

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