



## City of North Charleston

### Vacancy Notice

**Position:** Firefighter/EMT  
**Department:** Fire  
**Pay Grade:** 109 (\$41,790 - \$62,685)

#### GENERAL STATEMENT OF POSITION

Under regular supervision, receives and responds to fire alarms and other emergency calls as required, and performs the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance. Operates fire apparatus at the scene of emergencies and provides medical assistance at the First Responder, EMT or Paramedic level as certified. Performs related work as required. *\*Full Job Description Attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire service or a closely related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain Interior Structural Firefighter and other certifications as issued by the S.C. Fire Academy and obtain IFSAC Firefighter II (FFII) certification. Must possess a valid state driver's license. Must possess CPR and First Aid certification. Required to possess and maintain EMT (Emergency Medical Technician) certification

Posted: 10/13/2021

Deadline: **Until Filled**



Janie E. King, IPMA-SCP, SHRM-SCP  
Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>FIREFIGHTER / EMT</b>	<b>Job Code:</b>	491
<b>Core Comp Group</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>109</b>		
<b>Effective Date</b>		<b>Revision A: Risk</b>	
<b>Revision B:</b>		<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	<b>Fire</b>	<b>Dept. #</b>	<b>530</b>
<b>Location:</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Fire Captain</b>		

**Summary Objective**

Under regular supervision, receives and responds to fire alarms and other emergency calls as required, and performs the necessary functions and operations to efficiently and effectively protect the lives and property of those in need of assistance. Operates fire apparatus at the scene of emergencies and provides medical assistance at the First Responder, EMT or Paramedic level as certified. Performs related work as required.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Responds to emergency situations within the City to perform fire suppression, hazardous materials incident response and rescue duties.
- Operates fire apparatus at emergency scenes; lays fire hose; directs fire streams; raises and climbs ladders; ventilates burning buildings.
- Responds to a variety of emergency calls that may require medical treatment. Assists emergency medical personnel with patient care; administers CPR and First Aid, and/or administers emergency care at the EMT level as certified.
- Provides compassionate Basic and Advanced Life Support emergency medical treatment by doing an evaluation, treatment and stabilization of the critically ill or injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains self-control, manages and directs patient care at the scene of a pre-hospital emergency.
- Assists with special programs as assigned, such as search and rescue operations, maritime fire suppression, fire investigations, fire pre-planning, hose and hydrant testing and maintenance, employee fitness and wellness, terrorism task force, etc.
- Participates in fire prevention and fire safety education activities.
- Performs general station and equipment cleaning and maintenance; maintains emergency response equipment in a constant state of readiness.
- Maintains accurate and complete work records and prepares required reports.
- Attends required training courses and seminars to enhance job knowledge and skills and to maintain certifications.
- Assists with department training as required.
- Receives and responds to public inquiries, complaints and requests for assistance.
- Receives and reviews daily orders, training procedures, memos.
- Prepares and/or processes fire / emergency reports, inventory records, maintenance records, etc.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

**FIREFIGHTER/EMT**

- Refers to policies and procedure manuals, codes/ordinances/laws/regulations, equipment manuals, safety manuals, computer manuals, maps, training manuals, etc.
- Operates an assortment of equipment used in fire service and station maintenance such as vehicles, fire apparatus, fire suppression equipment, self-contained breathing apparatus, generators, medical equipment, clothes washer and dryer, etc.
- Operates a computer, typewriter, adding machine, copier, fax, telephone, two-way radio, and other office equipment as needed.
- Uses clerical and computer supplies, medical supplies, hand and power tools, ladders, certain chemicals used in fighting fires, protective clothing and gear, cleaning equipment and supplies, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other department supervisors, co-workers, other City employees, other fire and emergency response departments / agencies, civic and community organizations, business/property owners, medical/hospital personnel, fire/medical/accident victims, and the general public.
- Performs general office/clerical work, including but not limited to preparing reports and records, copying and filing documents, answering the telephone, etc.
- Required to work shift work that may include days or nights and weekends for a 24/7 emergency operation. There is no guarantee of permanently assigned work schedules at any time during employment and each schedule is subject to change as the needs of the City's service may require. There may be instances where employee is required to work past a normal shift or arrive early for a future shift due to departmental staffing requirements.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Firefighter. Understands the role of the position in relation to entire City operations.
- Knowledge of the various fire safety and fire prevention codes and ordinances related to the activities of the department.
- Knowledge of all other laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge in the areas of fire science, hazardous materials response and handling, rescue operations, emergency medical response procedures, hydraulics, pre-fire planning, etc.
- Ability to act calmly and make sound decisions under varying degrees of stress and uncertainty.
- Ability and knowledge to determine and ensure safety on firegrounds.
- Ability to utilize various pieces of firefighting equipment and tools in a safe and efficient manner.
- Knowledgeable of the various hand signals and fire radio terminology used on the fireground.
- Knowledge of and the ability to administer medical assistance as certified, ensuring compliance with all medical protocols and safety precautions.
- Knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA.
- Knowledge of bloodborne / airborne pathogens and infection control; has knowledge of risk management and safety procedures.
- Knowledge of the various City streets, neighborhoods, landmarks and hydrant locations.
- Ability to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to prepare reports and records with accuracy and in a timely manner.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to make public presentations.
- Ability to handle required mathematical calculations.
- Knowledge of modern office practices and technology.
- Knowledge of the use of computers for word processing.

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- Knowledge of applicable occupational hazards and safety precautions.
- Ability to perform duties under adverse environmental conditions such as no / low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire service or a closely related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain Interior Structural Firefighter and other certifications as issued by the S.C. Fire Academy and obtain IFSAC Firefighter II (FFII) certification. Must possess a valid state driver's license. Must possess CPR and First Aid certification. Required to possess and maintain EMT (Emergency Medical Technician) certification.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, firefighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift, position and/or carry weights of up to 200 pounds. Must be able to pass annual Department physical examination.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Hazards encountered include the potential for:

- Burns, dehydration, and other effects of heat, smoke inhalation, heavy protective clothing, falling materials, or explosions.
- Exposure to toxic materials and chemical, biological, radiological, nuclear, and explosive agents.
- Physical injury and sensory damage from firefighting activities and noise levels.
- Dealing with victims in varying stages of fright, panic, and injury.
- Operating or riding on various vehicles and/or equipment under adverse conditions or flying in

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aircraft to reach crash sites or fires in outlying areas.

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License
- Interior Structural Firefighter certification
- Other certifications as issued by the S.C. Fire Academy
- IFSAC Firefighter II (FFII) certification
- CPR and First Aid certification
- EMT (Emergency Medical Technician) certification
- Any other certification required by the department

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

#### **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 injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.