

## **Eastside Fire & Rescue Job Description**

Position Title: **Career Firefighter**  
Division: **Operations**  
Reports To: **Company Officer**

FLSA Status: **Non-Exempt**  
Revised: **1/6/14, 10/15/18**

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**General Summary:** The career firefighter is responsible for providing emergency medical services/ basic life support, according to King County Emergency Medical Services guidelines, fire suppression, and rescue services. Work may involve environments that are dangerous to life and health. Strenuous physical exertion under stressful conditions may be required during training and emergency scene operations. The work environment includes, but is not limited to, confined spaces, temperature extremes, inclement weather, extreme heights, exposure to diseases, and violent acts. The career firefighter also conducts non-emergency services, to include but not limited to training, pre-incident planning, fire/injury prevention/public education, building inspections, public relations, facility maintenance, apparatus/equipment checks, report writing, and other activities. The position reports and is responsible to and evaluated and supervised by the assigned Company Officer.

**Essential Job Functions:** Typical career firefighter tasks and/or assignments include but are not limited to:

1. Responding to customer requests.
2. Provision of emergency scene services.
3. Training/Education (receiving or providing).
4. Fire prevention activities (inspections, presentations, etc.).
5. Operating Agency equipment and apparatus.
6. Maintaining assigned facilities, apparatus, and equipment.
7. Creating, reviewing, and/or revising pre-incident, maps, communications, and other operating plans.
8. Physical training/conditioning.
9. Obtaining/retaining of Agency-required professional certifications.
10. Performing at established standard levels.
11. Timely and accurate documentation of activities.
12. Operating a variety of telecommunications tools and computer programs.
13. Mentoring other firefighters.
14. Compliant with Agency policies, guidelines, rules, and regulations.
15. Participates in this position's annual performance evaluation conducted by the Company Officer.
16. Other duties as assigned.

**Essential Job Functions of Fire Prevention Specialist (Firefighter):**

1. Responsible for, but not limited to conducting new construction and annual fire inspections, assisting the Fire Marshal or Deputy Chief in writing permits, attending pre-construction meetings, and assisting in meeting the goals of the Bureau and the Agency.

**Essential Job Functions of Training Firefighter:**

1. The Training Firefighter is responsible for assisting with managing,

developing, and evaluating the Agency's training program. The Training Firefighter is a two-year appointed position and reports to the assigned Deputy Chief.

2. Responsible for assisting managing, developing, and evaluating the Agency's training programs.
3. May assist in the evaluation of Agency and South King County Fire Training Consortium (SKCFTC) personnel in their performance of skills (e.g., JATC, etc.).
4. Assist with the review and maintenance of all individual training records ensuring documentation accuracy, compliance with the training program, and skill competency.
5. May be subject to additional assignments by the assigned Deputy Chief as well as from the appropriate chain of command within the SKCFTC.
6. The Training Firefighter is allowed to work suppression replacement overtime.
7. Responsible for conducting field and classroom training to career and volunteer personnel.
8. Assists in the development and scheduling of training as needed.
9. May conduct field level quality assurance evaluations in all fire department operations.

**Knowledge, Skills, and Abilities:**

1. Ability to work in a closely managed, paramilitary management system.
2. Ability to follow verbal and written instructions and comply with safety regulations.
3. Ability to work under hazardous conditions utilizing proper technique and wearing proper equipment.
4. Ability to learn principles and techniques of modern fire prevention, suppression, and lifesaving procedures and techniques.
5. Ability to maintain composure and self-control under adverse conditions (i.e., critical injuries and death).
6. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.
7. Ability to establish and maintain effective working relationships with other employees.
8. Ability to meet Agency adopted performance standards.
9. Ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors, and accept a strict personal organizational code of conduct and ethics.
10. Ability to attend school, conferences, and training sessions, keeping current in tactics and other information related to the position.
11. Ability to work/operate in small group or team environment to accomplish tasks/assignments.
12. Knowledge of public education methods and skills to create and deliver programs that effectively educate citizens of all ages.
13. Knowledge of building construction and Agency facilities, ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans.
14. Knowledge of safety regulations and practices applicable to the Agency, including those for incidents involving firefighting, EMS, rescue and hazardous materials.
15. Ability to recognize unsafe work practices and make timely corrections to ensure continued compliance with safety standards.
16. Knowledge and skills to effectively maintain fire stations, grounds, apparatus, and equipment in a condition that ensures maximum operational readiness for service.

17. Ability to accept challenging or unusual assignments and skills to apply education and experience to complete assignment objectives.
18. Knowledge of fire investigation techniques and ability to assist a fire investigator.
19. Must be able to drive Agency vehicles.
20. Must be able to frequently communicate, express one's self, convey, converse, and exchange information with others either in person, telephone, radio, and computer-generated communication.
21. Understands and adheres to the Agency's policies and procedures.

**Specific Fire Prevention Specialist (Firefighter) KSAs:**

1. Conducts fire prevention inspections and re-inspections.
2. Writes permits.
3. Conducts new construction acceptance inspections.
4. Conducts fire district receipt inspections.
5. Instructs crews in proper inspection procedures and pre-incident planning and such other programs as may be required to produce a highly effective and efficient fire suppression and code enforcement program, assist in outlining other training as may be required to meet the needs of the community.
6. Attends pre-construction meetings as assigned.
7. Works with little or no supervision.
8. Coordinates work with other Agency divisions and outside agencies.
9. Assists in maintaining a record of all commercial, institutional, manufacturing and similar buildings within the Agency service area that have been assigned for inspection and/or plans review.

**Specific Training Firefighter KSAs:**

1. Conducts quality assurance evaluations of training in all fire department operations.
2. Audit CBT training instructors and classes.
3. Assist in the planning/scheduling of training programs.
4. Miscellaneous tasks, assignments, or assisting with (not exclusive):
  - Career instructor training
  - Mask fit testing
  - New career hire orientation
  - Volunteer training
  - JATC
  - Career firefighter training
  - Burn houses
  - Instructor training endorsements
  - Training meetings
  - Electronic record management system
  - Multi-media training (e.g., Target Solutions, Action Training, etc)
  - AV coordinator
  - General office
  - Training evaluations

**Education and Experience:**

- Minimum of accredited high school diploma or GED equivalency.

- Successfully pass the entry level testing procedures.
- Successfully completed an Agency recognized firefighter recruit academy that meets or exceeds those demonstrated KSA's as required by the Washington State Firefighter 1.
- Must have (at time of hire) and maintain (throughout the period of employment) a valid State of Washington Emergency Medical Technician certification.
- Must have (at time of hire) and maintain (throughout the period of employment) a valid State of Washington Driver's License.
- Must maintain a good driving record as required by Agency policy.
- Must successfully complete the probationary period within one year after appointment.
- Successfully complete step requirements as listed below:
  - Growth is demonstrated by completion of the requirements for the recognized steps from Probationary to 1<sup>st</sup> Class Firefighter Journeyman:
    1. Probationary Period (12 months): Successfully complete probationary training curriculum. Enrolls as an apprentice in JATC and pass test for advancement.
    2. 3rd Class Firefighter (12 months): Successfully complete JATC requirements and pass test for advancement to second class.
    3. 2nd Class Firefighter (12 months): Successfully complete JATC requirements and pass test for advancement to first class.
- **Fire Prevention Specialist (Firefighter)**: Must obtain the International Fire Code Fire Inspector Certification from the International Fire Code Institute within one year of appointment.

### **Physical Requirements:**

- Must be minimum of twenty-one (21) years of age at time of appointment.
- Must successfully pass annual fit for duty test and annual SCBA/HEPA mask fit test.
- Must be able to read, utilize a computer (screen, keyboard, etc), write, and understand various reports, letters, documents, emails, training materials, etc.
- Frequent movement is necessary in a fire station setting, in meetings and/or training, at conferences, etc., for long periods.
- Occasionally ascends/descends stairs and/or ladders; occasionally positions self to reach high/low work spaces; occasionally kneels, stoops, crouches, or crawls.
- Lifting and/or moving up to 50 pounds and occasionally lifting or moving up to 150 pounds.
- Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Corrected vision is permitted.
- Frequently operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer.
- Frequently works in an indoor or outdoor setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
- Must successfully pass the Agency's pre-hire background, medical physical,

drug screen, and psychological testing.

**Working Conditions:** The career firefighter is subject to work hours as outlined in the Collective Bargaining Agreement. The career firefighter shall be required to immediately respond to emergencies, work outside in all weather conditions and under adverse conditions. Work includes exposure to hazards inherent with firefighting and rescue operations. May be subject to off-shift call back.

**General Sign-Off:** The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by employees but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emp# \_\_\_\_\_