

Sample Job Description

Created by Dennis Wolf, MTAS Fire Services Consultant.
March 3, 2017

Please feel free to modify as necessary to meet local needs.

<Anytown> Fire Department

Job Title:	Fire Support Specialist
Immediate Supervisor:	Fire Chief
Supervises:	No one
Works with:	Firefighters, fire officers, fire chief, other emergency services agencies, the public

GENERAL PURPOSE

The Fire Support Specialist serves the community by rendering support at emergency scenes and providing additional support within the fire department as needed. The Fire Support Specialist performs within the scope of the policies and procedures of the <Anytown> Fire Department, performing duties in the following general categories: responsible for the support operations within the department, including rehab, filling SCBA bottles, equipment maintenance, public education, fire prevention, clerical duties, and other duties that may be assigned by a chief officer. The benefit to the fire department is that this position frees up active suppression personnel to perform more hazardous tasks.

The Fire Support Specialist is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively in the particular position they occupy in accordance with state law and fire department standard operating procedures.

The work performance of the Fire Support Specialist is continuously evaluated by the fire chief for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

DISTINGUISHING CHARACTERISTICS

The Fire Support Specialist will render support at the level of his/her training and assignment. The Fire Support Specialist does not normally perform hazardous functions within the zone of danger at an emergency scene, but does perform work on

emergency scenes.

Individuals fulfilling the duties and responsibilities of a Fire Support Specialist will at all time present themselves in a courteous, professional, and responsible manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Support Specialist may perform a variety number of non-hazardous details. These may include establishing and maintaining a rehabilitation station at an emergency scene, filling SCBA bottles from a compressor or cascade system at an emergency scene or at the fire station, performing minor maintenance and inspection of fire station, apparatus, and equipment, riding on fire department apparatus to alarms, or driving fire department vehicles other than fire apparatus.

The Fire Support Specialist may also assist firefighters with in service company inspections and fire prevention duties, perform public education functions, and assist in the fire department's administrative office.

The Fire Support Specialist shall participate in training classes on firefighting, emergency medical services, disaster control, and such classes for educational purposes and familiarization of operations and shall maintain appropriate skill level through ongoing training to prevent degradation of skills.

The Fire Support Specialist may also operate radio and other communications equipment under routine and emergency conditions.

The Fire Support Specialist will perform and maintain physical conditioning commensurate with their assignment, complete and maintain paper work, records and forms as directed by the fire chief, be familiar with, and adhere to, department policy and procedures, and maintain personal appearance as directed by department policy and procedures.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- The organization and service functions of a modern fire department
- Principles and practices of first aid, including CPR

Ability to:

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.
- Obtain or possess and maintain first aid and CPR certifications.
- Maintain physical conditioning necessary to perform efficiently in normal situations; meet medical and physical agility standards as established.
- Participate in training drills and classes as directed by the fire chief

- Assist fire department personnel in performing fire prevention inspections of structures and businesses in the community for fire hazards and pre-incident surveys for tactical planning.
- Assist fire department personnel in conducting fire-safety education classes.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain physical labor during periods of non-hazardous activity in emergency and non-emergency situations.
- Work within the fire department's organizational structure and respond readily to directives.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- If appropriate, assist in performing necessary maintenance, testing and care of fire hoses, trucks, ladders, auxiliary equipment, and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Perform general maintenance and minor repairs to station facilities; perform occasional station janitorial activities.
- Perform community service activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the fire department including computer data entry.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and it is desirable to take specialized courses that are relevant to the Fire Support Specialist's assigned area.

Licenses; Certificates; Special requirements:

- High School Diploma or GED
- A valid driver's license
- Basic First Aid and CPR certification
- Must be able to act/react calmly in stressful situations
- Must complete the 16-hour Introduction to Fire & Emergency Services course specified in T.C.A. § 4-24-112.
- Must pass a criminal background check as specified in T.C.A. § 68-102-308
- Must pass a drug test

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

Physical Demands:

Work is performed primarily in the fire station or administrative office. Some work is performed in non-hazardous areas on emergency scenes. Performing tasks even under non-hazardous emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses, while unlikely, is possible.

Mental Demands:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire department members, other organizations, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work will be performed in a non-hazardous environment. Some work will be performed on emergency scenes, where there will be physical hazards from fire, equipment, traffic, smoke inhalation, and falling objects. These hazards could be present even in areas deemed non-hazardous at emergency scenes, and exposure to health risks may occur. Performance of non-hazardous tasks under emergency conditions may still require strenuous exertion under such handicaps as limited visibility, possible exposure to hazardous or toxic chemicals and gases, inclement weather, and potential contact with death, emotional stress, contagious diseases, and terminal illness.