

City of San José
CLASS SPECIFICATION

Title: Firefighter (2311)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Fire Department | Fire Captain | Non-exempt |

CLASS SUMMARY

Under direction, as a member of a fire company, responds to fire alarms, emergency incidents and calls for service; protects life and property; combats, extinguishes, and prevents fires. Administers first aid, and basic or advanced life support for medical emergencies, fire scenes and rescues. Cleans and maintains station quarters and grounds; maintains and tests emergency equipment and apparatus. Assists with public education events. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Firefighter classification series responsible for performing the full range of fire suppression and prevention, and medical emergency duties. Incumbents are expected to work independently and on a team, and to exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fire Captain in that the latter is responsible for fire supervisory assignments, such as commanding firefighting companies and supervising fire station activities and maintenance operations.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

Required Licensing (such as driver's license, certifications, etc.)

- Possess a valid State of California driver's license.
- Possess and maintain Emergency Medical Technician (EMT) certification or Certified by the National Registry of Emergency Medical Technicians, Emergency Medical Technician – Basic.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current, well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying

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emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Building Trust – Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.
- Continuous Improvement - Stresses accountability and continuous improvement.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

| DUTY NO. | <u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|----------|---|---------------------|
| 1. | Responds to emergency calls, fire alarms and non-emergency calls for assistance as a member of a fire company. | Daily/Several Times |
| 2. | Administers first aid, and basic or advanced life support for medical emergencies, fire scenes and rescues; operates a variety of medical equipment including, but not limited to cardiac monitors, resuscitators, illuminators, and related medical devices and tools. | Daily/Several Times |
| 3. | Maintains continuous contact with dispatch, station and other emergency response vehicle personnel through the use and operation of radios and other communication devices. | Daily/Several Times |
| 4. | Lays and connects hose lines; holds nozzles and directs water streams; raises and climbs ladders. | Daily/Several Times |
| 5. | Uses chemical extinguishers, axes, hooks, lines, power-driven tools, cutting torches and other equipment. | Daily/Several Times |

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|----------|--|---------------------|
| 6. | Returns company equipment to its proper place before leaving the emergency scene. | Daily/Several Times |
| 7. | Cleans and maintains station quarters and grounds; cleans, maintains and tests emergency equipment and apparatus, and participates in drills and training sessions. | Daily/Several Times |
| 8. | Studies and becomes familiar with district streets, fire hydrants, building occupancy and contents, and the location of alarm boxes and non-ambulatory citizens. | Daily/Several Times |
| 9. | Conducts distribution of emergency telephone stickers, pre-fire plans of target hazards, school fire drills, voter registration, and station visits by school, scout and youth groups. | Daily/Several Times |
| 10. | Compiles and submits information on equivalent runs, resuscitator use, accidents, and fire inspections. | Daily/Several Times |
| 11. | Performs in other administrative assignments as required. | Daily/Several Times |
| 12. | Maintains state of readiness in cases of emergency call-back while off duty. | Daily |
| 13. | Ventilates buildings to release heat and smoke. | Daily |
| 14. | Places salvage covers to prevent water damage. | Daily |
| 15. | Overhauls and cleans up after a fire to prevent rekindling. | Daily |
| 16. | Enters burning buildings to remove persons from danger. | Weekly |
| 17. | Checks fire scene for point of origin and source of ignition, and preserves evidence which may indicate arson or cause of fire. | Weekly |
| 18. | Assists with the fire alarm system, fire communications, Fire Department stores, and other duties as assigned in the Bureau of Operational Support. | Weekly |
| 19. | Performs the less complex, less demanding duties involving fire prevention inspections and other aspects of enforcing the Fire Codes and related laws, including weed abatement in the Fire Prevention Bureau. | Weekly |
| 20. | Performs other related duties as required. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

When assigned to fire suppression, must have the ability to quickly respond to changing emergency conditions; strength and stamina to carry fire hoses and related equipment (including wearing self-contained breathing apparatus) under strenuous and hazardous conditions; to operate power tools and hand tools to enter buildings; to assist and/or lift/carry fire victims with a diverse range of heights and weights; ability to safely operate a vehicle, identify colors, observe smoke and fire conditions and hazards, and locate fire victims; to frequently lift, push, pull, reach, twist, turn, climb, kneel, and bend; ability to work in a confined space and at heights up to 100' while on a ladder and to meet the physical/mental standards as set forth by the City of San Jose's physical agility and mandated testing programs.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and ability to communicate in person and over the telephone.

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Employees may be exposed to arduous operating conditions with exposure to inclement weather conditions, toxic fumes, smoke, and hazardous substances. Must possess ability to maintain professional demeanor during interactions with staff, customers and the public.

CLASSIFICATION HISTORY *Created 7/80, Rev. 6/84, Rev. 9/16; s002*