



CHELSEA AREA FIRE AUTHORITY OPEN POSITION ANNOUNCEMENT

JOB DESCRIPTION

POSITION TITLE: FIREFIGHTER (3 Non-SAFER openings)	REPORTS TO: ASSIGNED CAPTAIN OR LIEUTENANT	EMPLOYMENT CLASSIFICATION: FULL- TIME
LATEST REVISION DATE: 8-7-2018	FLSA CATEGORY: NON-EXEMPT	PAY TYPE: SALARY BASE \$48,198.80 AS OF 1-1-19

POSITION SUMMARY

Firefighter position requires skills and abilities in: combating and extinguishing fires; performing rescues; providing emergency medical services (as assigned); conducting fire safety inspections and education; conducting pre-incident planning walk-throughs; apparatus driving and operational actions; participation in training programs; station, vehicle, and equipment maintenance. This description shall supersede any description for this position previously approved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be summaries of what the job involves and what is required to perform it.

Employees are responsible for all other duties as assigned.

- Responds to emergency and non-emergency service requests meeting all requirements according to Chelsea Area Fire Authority (CAFA) Standard Operating Guidelines, Procedures, and Directives. Requests include, but are not limited, structural fires, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, rescue and salvage operations, extrication, confined space rescue, burning complaints, and specialized technical rescues.
- Attends department training and drills and completes assigned training materials including, but not limited to, fire prevention, suppression, rescue, code enforcement, and emergency medical services.
- Conducts fire prevention visits and/or inspections as assigned in accordance with applicable local, state, and other regulations and guidelines.
- Attends outside training programs as assigned in fire prevention, suppression, rescue, emergency management, emergency medical services, and other related skills or duties particularly if assigned an area of responsibility as delegated by the Chief.
- Provides for cleaning, general maintenance, and specialized maintenance or repair (as assigned) of department apparatus, equipment and property. Includes apparatus and SCBA inspections. Informs supervisors of any defects.
- Performs duties in a safe manner and reports unsafe activity and conditions to supervisors. Follows department safety procedures, policies, handbooks, requirements, and enforces such safety requirements with any assigned personnel.
- Completes necessary reporting of job functions and duties into department records management systems or forms.
- Completes project assignments and performs assigned areas of responsibility as directed and within a timely manner to meet or exceed required deadlines.

- Acquires and retains a thorough knowledge of all response area streets, buildings, water supply, unusual hazards and related items.
- Performs related work as assigned.
- Respond to emergency medical calls according to Washtenaw County Medical Control and Department Standard Operating Guideline/Procedures.
- Performs equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- Assists in the planning, acquisition, and evaluation of Department facilities, apparatus, and equipment which may include assigned grant or other funding source applications and requests.
- Duties and responsibilities as assigned for community public education, public relations, and general promotion of an environment of public safety to our service area.
- Performs and/or assists in keeping fire stations, facilities, equipment, and apparatus in a clean and orderly condition.
- Works with other departments/agencies during emergency incidents and in preparedness training.
- Provides written and/or verbal reports as necessary on projects assigned and areas of responsibility.
- Assists with annual budgeting and capital planning for department as assigned.
- Provides recommendations and supporting documentation to the Fire Chief for departmental improvements, purchases, studies, evaluations, incident critiques, etc. as assigned.
- Performs record keeping in the appropriate software system so that information meets all department and legal requirements and can be readily accessed.
- Assists with assuring department compliance with applicable State, Federal, and Local laws including regulations for safety.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern firefighting and EMS methods and principles, equipment, and applicable operations, apparatus operations, emergency reporting and communication, firefighter personal protective equipment and response area geography.
- Ability to establish and maintain effective working relationships with other members of the fire authority, community officials, general public, and other safety providers.
- Ability to learn a wide variety of firefighting duties and skills within the probationary period.
- Ability to work under extremely stressful conditions, day and night, including the responsibility to maintain composure and appropriate judgement in execution of duties.
- Ability to recognize signs and symptoms of unsafe building or site conditions in an emergency and when to change tactics or cease operations.
- Ability to work in a team environment and assist others in completing assigned duties including working within a command structure requiring strict adherence to following orders and carrying out assignments.
- Ability to plan and organize multiple work duties and schedule/prioritize as necessary.
- Knowledge and ability to apply policies, rules, and regulations, and SOG/SOP's of the fire authority.
- Basic knowledge of response area ordinances, codes, and standards.
- Knowledge of fire preplanning policies and procedures and basic disaster preparedness and procedures.
- Ability to operate fire apparatus, fire pumps, and other department equipment under emergency conditions.
- Basic computer skills (i.e. Microsoft Office, ImageTrend, Internet, and email).

- Ability to communicate well orally and in writing and follow verbal and written instructions.
- Ability to operate and communicate on required communication systems (radios, public safety computers, cell phone).

REQUIREMENTS: DOCUMENTS, EDUCATION, TRAINING, EXPERIENCE, ETC.

The following is required at time of application and maintain as needed:

- High School Diploma or Equivalent.
- Must be at least 18 years of age.
- EMT, Advanced EMT, or Paramedic license (State of Michigan). Must maintain this status as a condition of employment.
- Possess and maintain CPR Card
- BTLS, ITLS, or PHTLS certificate

The following is required before March 31, 2019 with CAFA (unless noted):

- State of Michigan Firefighter I and II certification.
- Minimum of Hazardous Materials Awareness and Operations certified by the Michigan Firefighters Training Council.
- Incident Command System (ICS) 100/200/700/800 certificates
- Incident Command System (ICS) 300/400 (within 2 years of date of hire, course permitting)
- Certified on all CAFA apparatus and equipment (within six months of the date of hire).
- Michigan Fire Officer I Certification (recommended within two years of date of hire).
- Applicants that have successfully submitted the first round of documentation by October 5, 2018 will be notified to submit the following documentation by March 31, 2019:
 - *A Conference of Western Wayne (CWW) certificate of successful completion of a Candidate Physical Agility Test (CPAT) and the CWW written test as well. You can go to the following web address to find test dates.
<https://www.schoolcraft.edu/testingcenter/firefighter-testing>
 - *The CPAT is a pass/fail exam. The written score will be utilized as your written score for CAFA's testing process.

Job offers are contingent upon successfully completing/providing:

- Valid Driver's License and driving record dated in 2019. An Insurable Driving Record is required, along with the ability to complete specialized driver's training course related to emergency vehicles (State of Michigan approved).
- Must pass a complete physical exam with drug screen, including vision/hearing tests, background check, and a psychological exam with satisfactory results may also be required (PROVIDED BY CAFA).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Duties may require an employee to work under extreme weather conditions and in environmental conditions of work site and may be exposed to hazardous work environments and personal danger. Exposures may include, but are not limited to, extreme heat or cold, rain, snow, ice, pollutants, odors, fluids, and hazardous materials. Work may also be performed in an office setting. Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning and abilities.

Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or other emergency scenes.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting and other emergency situations.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to perform all duties in protecting life and property.
- Ability to meet medical and physical requirements specified under Federal Law and set by the department in order to perform full duties without restrictions.

Once all documents have been received by March 31, 2019, an oral interview will be scheduled for those applicants that are still being considered. Notification of dates and times will be posted at a later date. The eligibility list will last for a 2 year period from the date that is officially created.

APPLICATIONS TURNED IN NO EARLIER THAN 0800 HRS. ON SEPTEMBER 10, 2018 AND NO LATER THAN 1600 HRS. ON OCTOBER 5, 2018