

**PELHAM-BATESVILLE FIRE DEPARTMENT
PERSONAL POLICY and PROCEDURES MANUAL
Number 14
Position Descriptions
Revised April 2007**

Classification/Job Title: Firefighter
Type of Work: Full-Time
Job Title of Supervisor: Shift Officers

Description of Position:

General Responsibilities:

- The Firefighter will be responsible for all Fire Suppression duties.
- The Firefighter will be responsible for all Fire Prevention duties pertaining to that shift.
- The Firefighter will be responsible for checking all first out response units and any assigned units to that shift.
- The Firefighter will be responsible for doing all company pre-fire plans or inspections that are assigned to that shift.
- The Firefighter will be responsible for the general upkeep of the station assigned to.
- Act as Driver/Operator in the absence of the Station Engineer.

Specific Responsibilities:

- Safely and efficiently respond to emergency calls in order to provide initial fire attack, perform immediate rescues and provide emergency care to those persons threatened by fire or other hazards.
- Accurately assess and supervise the scene of any emergency to ensure that all needed equipment and personnel are appropriately dispatched and utilized in the most efficient manner possible.
- Insure as best as possible the safety of all personnel and the public at the scene of any emergency.
- Maintain proper inventory of equipment in a safe and efficient manner using properly accepted techniques.
- Keep detailed records in all areas of job.
- Operate all apparatus and equipment in a safe and efficient manner using properly accepted techniques.
- Maintain communication as needed between all other emergency agencies.
- Attend in-service training and all other training as may be required in the performance of the job.
- Maintain quality public relations between department and the community.