IN-HOUSE & EXTERNAL

THE CIVIL SERVICE BOARD OF SYLACAUGA

ANNOUNCES EXAMINATION FOR

FIREFIGHTER

IN THE SYLACAUGA FIRE DEPARTMENT

PURPOSE OF EXAMINATION: To establish an eligible roster to fill present and future vacancies in the Firefighter position with the Fire Department of the City of Sylacauga.

DATE AND TIME: The written examination will be conducted at a time and place to be announced by the Civil Service Board.

APPLICATIONS: Applications may be obtained from Human Resources, in the Sylacauga City Hall, located at 301 N. Broadway Avenue, Sylacauga, Alabama. $1.50 application fee applies.

STARTING PAY: $ 37,260.52 annually

Applications must be filled in completely and returned to Human Resources at City Hall. Completed applications may be hand delivered or mailed to the Human Resource Department, P.O. Box 390, Sylacauga, AL 35150. The Civil Service Board has requested that resumes be included with the application. Applications must be received in the office **no later than 4:00pm on Friday, February 26, 2022.**

See attached job description for details of job duties and requirements.

Job Description- Firefighter - Fire

Job Title:	**Firefighter**	**FLSA Status:**	**Non-Exempt**
Department:	**Fire**	**Designated as Safety Sensitive Position**	
Reports To:	**Fire Lieutenant**	**Subject to 24/7 Recall**	

JOB SUMMARY

Under the direction of the Fire Lieutenant, the Firefighter responds to emergency incidents by receiving dispatch information, verifying given locations, donning protective clothing, and boarding apparatus. May drive various apparatus to emergency scenes, position and secure apparatus for fire department operations, and attach hoses and hydraulic equipment. May operate and monitor apparatus pump panel for water pressure, calculate hydraulics, operate ladders and elevated platforms. Assesses fire scene and uses best emergency mitigation techniques based on current training and the circumstances found on scene. Performs salvage and overhaul operations at fire scenes to clean up and help determine source of fire.

May assist in fire investigations by marking emergency scene to secure area until investigation is complete and helping to gather evidence. May evaluate victim condition and administer emergency medical assistance within scope of practice. Conducts fire prevention training at schools, civic, and business functions. Paints and codes fire hydrants, visits local establishments to develop pre-fire plans and inspect premises, maintains good rapport with public at large, answers station telephones as needed, and performs additional tasks as needed by supervisor.

JOB SPECIFIC RESPONSIBILITIES AND TASKS

Carries Out Pre-Shift Activities: Reports for duty free from impairment at prescribed place and appointed time. Wears designated uniform or other clothing appropriate to assignment to maintain a neat and professional appearance at all times. Checks to ensure PPE is available and serviceable. Receives orders and instructions from superior officer. Ensures that orders and instructions are understood and may ask questions to clarify information before carrying out assigned activities. May assist superior officer by performing delegated tasks such as roll call, inspections, and briefings.

Maintains Station and Grounds: Cleans and maintains firehouse, equipment, furniture, and surrounding grounds. Keeps fire station in clean and orderly condition by sweeping, mopping, scrubbing and vacuuming floors, emptying trash, cleaning restrooms, washing windows, and cleaning and polishing fixtures. Maintains grounds by mowing lawns, trimming shrubbery, and picking up debris. Inspects departmental fire extinguishers and reports condition as needed. Performs routing maintenance of building and living quarters.

Maintains Apparatus and Equipment: Performs inspection of assigned apparatus. Checks safety equipment, tires, fluid levels, etc. Assists in performing minor repairs to apparatus and adding fluids as necessary. Inspects interior of apparatus and cleans as necessary. Notifies supervisor of equipment malfunctions or repairs needed. Washes exterior and undercarriage of apparatus, cleans engine compartments, and cleans/vacuums interior. Checks communication devices to ensure proper channels of communication are maintained.

Job Description- Firefighter - Fire

Participates in Training Activities: Participates in classroom training to acquire knowledge of firefighting procedures and remain current on fire service procedures. Participates in field training exercises to include, but not limited to: territory, driving, apparatus operations, ladders, hoses, fire suppression, and other emergency mitigation techniques. Maintains required professional certifications and licenses. Performs physical fitness training to maintain physical abilities necessary for firefighting. Studies and memorizes streets, water distribution system, and other geographical information within city and surrounding areas. Attends classes, meetings, conferences, workshops, training sessions, and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in firefighting, hazardous materials, fire prevention, and other necessary fields.

Responds to Emergencies: Receives dispatch information, verifies address and location. Dons protective clothing including SCBA and boards apparatus. May drive pumper truck, ladder truck, or other apparatus to fire scene and receive orders from superior officer en route to scene. May position and secure apparatus for use by the fire crew. May operate apparatus pump panel to control the flow and pressure of water, calculate hydraulics, and monitor to ensure proper pressure of all fluids. May operate ladders and elevated platforms according to established procedures.

Assesses fire scene condition and determines best possible extinguishing procedure to use. Identifies ventilation openings and escape routes. Determines best possible access to enter building, vehicle, or other entrapment. Effectively and efficiently extinguishes fires or otherwise mitigates emergency incidents. Performs ventilation procedures to remove excess heated gasses, heat, and smoke from burning structures. Performs salvage and overhaul operations to gather evidence, cleans up, and determines source of fire. Marks emergency scene to secure area until investigation is complete. When/if necessary, may evaluate victim condition and administer emergency medical assistance within scope of practice; stabilizes victims until further medical response arrives.

Performs Services to Department: Visits local schools and conducts fire prevention training. Participates in civic, business, and ceremonial functions. Visits local business establishments to develop pre-fire plans and inspect premises. Performs hydrant flow tests and records pertinent information. Paints and maintains fire hydrants. Answers telephone and provides callers with information. Performs additional tasks as assigned or upon request of supervisor.

Follows Safety Procedures: Reports to work free from drugs, alcohol, prescription medications that cause impairment, and in proper physical and mental condition to perform tasks. Wears personal protective equipment (PPE) as required to complete assigned tasks. Follows traffic regulations when driving vehicles or operating equipment on streets and roads. Corrects unsafe acts and unsafe working conditions and reports serious safety violations to supervisor. Reports to supervisor any co-worker who appears to be under the influence of drugs/alcohol. Reports accidents and injuries to supervisor. Cooperates in investigations of accidents and injuries.

Physical Requirements: Must be physically able to operate a variety of machines, tools, and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in

excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

JOB SPECIFICATIONS

Knowledge, Skills and Abilities:

Learns and enhances knowledge of basic concepts, principles, and methods of fire suppression, firefighting, and rescue. Learns and enhances knowledge of policies, standard operating procedures, and rules of Sylacauga Fire Department. Learns and enhances knowledge of City procedures and rules. Learns and enhances knowledge of the City street system and location of water hydrants. Learns and enhances knowledge of the proper use and function of emergency equipment and emergency medical procedures.

Obtains skills to properly and efficiently operate apparatus and assigned equipment. Has reading skills to comprehend directives, maps, and similar material of moderate complexity. Has writing skills to prepare pre-fire plans, fire, and medical reports. Has verbal communication skills to communicate with co-workers, supervisors, and the general public. Has math skills to calculate square footage of buildings and perform hydraulic calculations.

Obtains skills in using tools and techniques to perform maintenance and minor repairs to building. Obtains skills in using tools and techniques to perform grounds maintenance. Obtains computer skills to operate apparatus computers, as well as use word processing software to produce accurate reports, plans, and other documents. Has ability to follow written and oral commands and directives. Has ability to cooperate and work as a team member. Has ability to work under stress and in any number of hazardous conditions.

Credentials and Experience:

- Must possess high school diploma or equivalent.
- Must have completed the CPAT (Candidate Physical Ability Test) within twelve (12) months prior to date of hire if not currently Firefighter I certified through the Alabama Fire College.
- Must hold or obtain within one (1) year from date of employment the following certifications from the Alabama Fire College:
    - Firefighter I
    - Firefighter II
    - Hazardous Materials Awareness and Operations
- Must hold or obtain within two (2) years from date of employment the following certifications from the Alabama Fire College:
    - Apparatus Operator: Pumper
    - Apparatus Operator: Aerial
- EMT license (any level) from National Registry and Alabama Department of Public Health is preferred.
- Must hold valid Alabama Driver License and have a driving record suitable for insurability.

Special Requirements:

- Must be able to pass appropriate skill and knowledge tests and meet physical and psychological testing requirements (as applicable) with or without reasonable accommodations.
- Must submit to drug/alcohol tests on reasonable suspicion of drug use and post-accident screenings. Pre-employment drug/alcohol screening and random drug/alcohol tests may be required.

Job Description- Firefighter - Fire

- Must submit to pre-employment background investigation.
- Must be willing to comply with City of Sylacauga and Sylacauga Fire Department policies, procedures, and work rules.
- Must maintain confidentiality of personal and business information not deemed public record.
- Must be willing to work shift-based and other irregular schedules and be willing to work during non-duty hours, holidays, and weekends when necessary to achieve goals.
- Must be willing to wear neat, clean clothing or uniforms as required. Must use safety gear and other personal protective equipment appropriate to assigned tasks.
- Must meet or exceed physical requirements detailed under the Physical Requirements heading.
- Must be willing to attain certifications and complete additional training as required or requested to remain current and to effectively perform duties of job, some of which may require overnight travel and/or extended stays.

APPROVED

Job Description Approval – City Council — Date 7-09-2020

Job Description Approval – Civil Service Board — Date 11-13-2020

The content above reflects details as necessary to describe the essential functions of this job and the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature — Date

Dept. Head / Supervisor — Date

RECEIVED BY HUMAN RESOURCES FOR PERSONNEL FILE:

Human Resources Signature — Date