ASHEVILLE, NORTH CAROLINA

Classification Specification

Firefighter Trainee
Job Code: 2085
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to prevent, suppress and extinguish fires and to perform other related firefighting activities.

Distinguishing Characteristics:

This is the first level in the Firefighter series. Incumbents in this classification are enrolled in training at the fire academy and then complete on-the-job training in the field under the oversight of senior or training officer.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Attends training sessions as required to gain skills and knowledge regarding department operations, job performance, and policies, procedures, rules and regulations: reads professional literature and training materials; completes tests and skills assessments; and obtains and maintains professional affiliations.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations: responds to instructions from dispatcher; and contacts appropriate related agencies as needed.

Provides protection of life and property: suppresses, controls and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; establishes openings in

buildings for entrance, ventilation, or salvage; ventilates smoke and gas from buildings; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris; assists with cleanup activities; and exercises control of emergency situations until relieved by a superior officer.

Responds to a variety of emergency calls requiring the administration of basic first aid and medical treatment.

Maintains a state of readiness and preparation for emergency response: checks and maintains stock of equipment and supplies on fire vehicles and in fire station; reloads equipment and apparatus following response to emergency calls; assists in preparing apparatus for subsequent emergencies and in testing personal equipment, hoses and pumps, and other tools and apparatus; and ensures the emergency medical service equipment is properly stocked and operational.

Participates in fire prevention, pre-fire planning and other fire and life safety education activities: conducts fire safety, building safety, passenger vehicle safety, and residential and public building code violation, fall prevention, hazardous materials programs or other programs as assigned; conducts apparatus displays and skills demonstrations; conducts tours of fire station and fire trucks; and participates in community events and fundraisers.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment and tools in operable condition: inspects and tests equipment; replaces fluids and greases equipment; replaces parts; washes and cleans equipment, cleans quarters, and performs grounds maintenance; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment for necessary maintenance work.

Responds to non-emergency calls, such as lift assists, assisting ambulance services with lifting and moving bariatric patients, routine welfare checks, routine vitals checks, investigating disconnected 911 calls, clearing trees from roadways, checking downed power lines, investigating potential gas or water leaks, and assisting business- and homeowners with fire alarm system issues, and providing medical stand-by at community functions and sporting events.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in firefighting and emergency medical treatment; participates in physical fitness training, training drills, and other continuing education activities; attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with supervisor, other City employees, the public, law enforcement, doctors and nurses, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, _____, _____, _____, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; no previous work experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise

extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.