

**BROOKINGS FIRE DEPARTMENT  
Job Description**

**Job Title:** Firefighter (FF)  
**Department:** Brookings Fire Department  
**Reports To:** Fire Chief, Deputy Chief, Assistant Fire Chiefs and Captains  
**Effective Date:** January 1, 2009

**GENERAL STATEMENT OF DUTIES**

Under the direct supervision of the Fire Chief, Deputy Fire Chief, or the Assistants, is responsible for controlling and extinguishing fires, protecting life and property, and maintaining equipment as a volunteer of the City of Brookings Fire Department by performing the following duties.

**SUMMARY**

This is a skilled firefighting position with work consisting of combating, extinguishing and preventing fires, and the operation and maintenance of fire department equipment and apparatus.

The work involves training and participation in duties to protect lives and property by fire fighting and rescue activities, usually under close supervision. Firefighters are required to learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings. Firefighters are expected to maintain a high level of physical fitness.

Although the firefighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent drilling and studying methods, techniques, and organization, and routine duties in the care and maintenance of fire department property and equipment. Superior officers give specific orders and directions, but the work requires initiative and a thorough individual understanding of fire fighting methods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Note: In all of the following function descriptions, it shall be understood that the firefighter must be able to perform the functions while wearing standard firefighting gear, clothing, protective equipment and breathing apparatus.*

1. Ability to operate both as a member of a team and independently at incidents of uncertain duration.
2. Ability to tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F.), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
3. Ability to spend extensive time outside exposed to the elements and experience frequent transitions from hot to cold and from humid to dry atmospheres.
4. Ability to work in wet, icy or muddy conditions.
5. Ability to perform a variety of tasks on slippery and hazardous surfaces, such as on rooftops or from ladders.

6. Ability to work in areas where sustaining, traumatic or thermal injuries are possible.
7. Ability to work with proper protective equipment in hazardous environments.
8. Ability to face possible exposure to infectious agents such as hepatitis B or HIV, with proper preventive procedures.
9. Able to wear personal protective equipment that weighs approximately 50 lbs, while performing various strenuous firefighting, rescue and other related tasks.
10. Ability to perform physically demanding work while wearing positive pressure breathing equipment.
11. Able to perform complex tasks during life threatening emergencies.
12. Able to work for long periods of time, requiring sustained physical activity and intense concentration.
13. Able to face and make life or death decisions during emergency conditions.
14. Follow all department policies prescribed by standard operating procedures. Ensure all federal and state regulations are adhered.
15. Develop positive public relations in all avenues of the City of Brookings.
16. Participates in programs for the prevention of fires, saving of life and property, and public safety education.
17. Respond to fire alarms. Ensure prompt and safe responses to all fires.
18. Select hose nozzle, depending on type of fire, and direct stream of water or chemicals onto fire.
19. Position and climb ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Be able to work from ladders, roofs and elevated positions.
20. Create openings in buildings for ventilation or entrance.
21. Administer first aid and artificial respiration to injured persons and those overcome by fire and smoke.
22. Communicate with superior during fire by portable two-way radio.
23. Assist in the inspection of buildings for fire hazards and compliance with fire prevention ordinances.
24. Assist in maintenance of apparatus, equipment and tools after each fire. Clean and prepare the equipment for future fires and assist as necessary in maintaining the cleanliness and safety of the fire station assigned.
25. Participate in drills, demonstrations, and courses in hydraulics and fire fighting techniques. Must attend training in all fire and rescue procedures.
26. Operate various equipment to include telephone, fax machine, computer, and emergency equipment (rescue equipment, SCBA Air Pack, fire hose and nozzle, etc.) light equipment. etc. Must be able to operate engine driven equipment and hand tools.
27. Conducts and participates in public education programs.

28. Maintain confidentiality at all times.
29. Attend meetings, training, and seminars as deemed appropriate and necessary by the City.
30. Perform duties in a manner consistent with safe practices and policies.
31. Perform other duties as deemed appropriate and necessary.
32. Must have a phone to be contacted for emergencies.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MINIMUM POSITION REQUIREMENTS**

1. Must be a US Citizen, or be lawfully admitted to the US for permanent residency.
2. Must have a High School Diploma or GED Certification.
3. Must be a minimum of 21 years old at the time of appointment.
4. Must live within a 3-mile radius of city limits from the City of Brookings.
5. Must possess and maintain a valid driver's license with an acceptable driving record.
6. Must be able to successfully complete criminal background check.
7. Must be physically and mentally fit to meet the demands of the duties.
8. Must successfully complete physical assessment/medical examination assessing ability to perform physical requirements of essential duties and responsibilities as outlined in firefighter job description.
9. Must complete the South Dakota Certified Firefighter Course within the first year.
10. Must complete IS 100, IS 200, and IS 700 within the first year.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to use basic math skills.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## **CERTIFICATES, LICENSES, EXAMINATIONS**

1. Must be a U.S. citizen or be lawfully admitted to the US for permanent residency.
2. Valid South Dakota Driver's License with acceptable driving record.
3. CPR and First Aid Certification.
4. Successfully complete a written and/or verbal interview.
5. Must be a S.D. Certified Firefighter in a specified time frame.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the firefighter (FF) is regularly required to use hands to finger, handle, or feel and regularly required to communicate.
2. The FF frequently is required to stand, walk, reach with hands and arms, climb or balance, and taste or smell.
3. The FF is occasionally required to sit and stoop, kneel, crouch, or crawl.
4. The FF must regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to firefighter's own body weight.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
6. The FF must have unrestricted mobility, ability to climb ladders, work in confined spaces using personal protective equipment with ability to rapidly enter and exit from all types of emergency vehicles, structures, and buildings.
7. The FF must have the ability to handle stressful situations.
8. The FF must have the ability to be called during emergencies.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

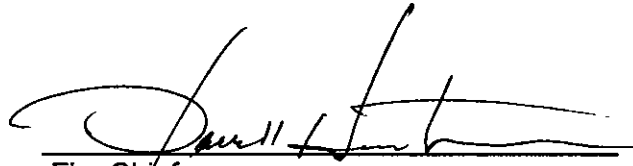
1. While performing the duties of this job, the volunteer is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, smoke or airborne particles, outside weather conditions, extreme heat, risk of electrical shock, and explosives.
2. The volunteer is occasionally exposed to high, precarious places; toxic or caustic chemicals; and vibration.

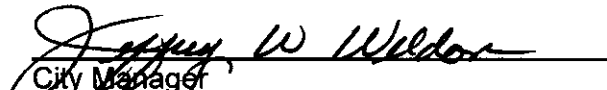
3. The noise level in the work environment is usually loud.

**Department Approval**

10-24-08

\_\_\_\_\_  
Date Approved

  
\_\_\_\_\_  
Fire Chief

  
\_\_\_\_\_  
City Manager

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**Firefighter Sign Off:**

The Firefighter is expected to adhere to all City of Brookings policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

\_\_\_\_\_  
Firefighter name (printed legibly)

\_\_\_\_\_  
Firefighter Signature

\_\_\_\_\_  
Date