

City of South San Francisco  
Human Resources Department

**Firefighter**  
Class Description

**Definition**

Under general supervision, engages in firefighting, medical aid and all other suppression and prevention activities to protect life and property; drives, operates, and maintains all department apparatus and equipment; assists and participates in training programs; participates in inspections and related fire prevention and public education activities; and does related work as required.

**Distinguishing Characteristics**

This is the entry- and journey-level classification in the fire service encompassing firefighter duties.

**Typical and Important Duties**

1. Responds to fire alarms, emergency medical calls, emergency rescues, public service calls, or other alarms necessitating the mitigating of a situation that threatens life or property.
2. Drives and locates equipment in the proper place at scene.
3. Effects rescues.
4. Lays hose lines.
5. Operates apparatus pumps.
6. Operates aerial apparatus.
7. Attacks fires and directs fire streams.
8. Applies basic life support techniques.
9. Sets up intravenous solutions and takes blood pressures if qualified as an EMT.
10. Assists in the emergency transporting of patients.
11. Operates communications equipment.
12. Performs a variety of routine maintenance and repair tasks including the inspection and minor repair of equipment.
13. Participates in inspections and related fire prevention duties.
14. Cleans stations, apparatus, and equipment, and maintains a clean and orderly condition in and about the station.
15. Studies and reviews department rules and regulations, fire hazards, and firefighting techniques; participates in drills, training sessions, and exercises.
16. May be required to respond to alarms during the non-duty hours when on-duty staff needs to be augmented.
17. Meets the public and deals with various officials and citizens in furthering the public relations of the department; conducts and participates in public education and training programs.

18. As assigned, serves as acting captain.
19. Assists in the connecting of telemetry equipment.
20. May be assigned to prepare various reports.
21. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Learn to drive and operate pumpers, trucks, ambulance, and aerial apparatus with care and safety in accordance with traffic laws and ordinances.
- Perform a variety of manipulative tasks with good dexterity.

#### *Ability to:*

- Learn firefighting methods and techniques; the basic operations and mechanics of firefighting equipment; streets, locations, and the location of hydrants and mains; and major traffic and fire hazards.
- Learn and maintain proficiency in basic life support techniques.
- Speak in a clear and understandable manner using good English and proper enunciation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Think and act quickly in emergencies.
- Understand and carry out orders given in person, by radio, telephone, or in writing.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply City and State fire codes and associated laws.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

#### *Skill in:*

- Basic keyboarding.
- Operating a personal computer and associated applications, including word processing, calendaring, and e-mail systems.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### *Experience:*

- Entry-level: None required.
- Lateral: Two years as a firefighter in a comparable department with active employment as a firefighter within the six-month period prior to application.

*Training:* Equivalent to graduation from high school and possession of a California Firefighter I certificate. Must have completed 12 units of college-level fire science coursework prior to submitting job application.

*Age:* A minimum of age 21 at the time of the examination.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.
- Appropriate Class B California driver's license to drive fire apparatus must be obtained within 18 months of employment.
- Possession of a valid Standard or Advanced First Aid Card issued by the American Red Cross or equivalent or current EMT I-FS or EMT IA Certification.
- Possession of a valid Cardio-Pulmonary Resuscitation (CPR) card issued by the American Red Cross or American Heart Association.

### **Medical and Performance Standards**

Prior to appointment, must pass job related medical, psychological, and physical performance evaluations. May be required after employment to pass periodic medical and physical performance tests and to participate in an on-going physical fitness program.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, stand-by, and shifts; work protracted and irregular hours.

*Age:* A minimum of age 21 at the time of the examination.

Revised Date: July 1997; April 2001, June 2003  
Former Titles:  
Abolished:  
Bargaining Unit: IAFF  
ADA Review: 1994/95, June 2003  
DOT: Yes  
Physical: Class 1  
Status: Classified/Non-exempt  
EEOC Category: EF5\EJ4  
Job Code: B125

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. MAE
5. MAE
6. MAE
7. MAE
8. MAE
9. OAE
10. OAE
11. MAE
12. OAE
13. OAE
14. MAE
15. OAE
16. OAE
17. MAE
18. OAE
19. OAE
20. OAE