JOB ANNOUNCEMENT

POSITION/DEPARTMENT:
Part-Time Firefighter, Fire Department

WORK SCHEDULE AND SALARY:
Up to 29 hours a week (Monday – Friday, 6AM – 6 PM)
Starting Salary for Certified Firefighter: $21.75 per hour.
Salary will be based upon education/experience.

JOB SUMMARY:
This position will primarily respond to emergency situations, skillfully control and extinguish fires, maintain equipment, operate emergency vehicles, and prepare reports. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited high school or GED and be at least 18 years of age;
- Georgia Firefighter Certification or NPQ 1 Certification, or the ability to obtain within one (1) year of employment;
- Ability to meet the minimum physical agility requirements established by the Georgia Firefighter Standards and Training Council;
- Knowledge of equipment, tools, and best practices in the fire industry;
- At least three (3) years of firefighting experience, or any equivalent combination of education, experience or training which provides the knowledge and skills to perform the work.
- Must possess a State of Georgia Class F Driver's License or higher
- At least two years of experience as an apparatus operator
- Minimum certification as a Georgia Emergency Medical Responder or higher

APPLICATION PROCESS:
To apply, an application must be completed and returned to the Board of Commissioners Office, located at 216 Main Street, Cedartown, GA or emailed to the HR Director, Nendra Wofford, at ***nwofford@polkga.org***

Selected applicants will participate in the following hiring process:

- Written Exam
- Physically Agility Test
- Practical Pump Scenarios utilizing Tanker/Tender Operations
- Oral Interview

APPLICATION DEADLINE:
Applications will be accepted until positions are filled

Polk County Fire Rescue
Job Description

Part-Time
Firefighter

Position Summary:
Working under the general direction of a Station Captain, Officer of the Day, Lieutenant and Battalion Chief, the purpose of this classification is to skillfully control and extinguish fires often under hazardous conditions protecting life and property while maintaining assigned equipment. Responsibilities include making initial command decisions as first on scene at emergency situations; performing an assortment of duties in administering first-aid treatment and transporting sick/injured persons to medical facilities when necessary; operating emergency vehicles, preparing reports, conducting general housekeeping activities, etc.; exercising good judgment when dealing with patients and in various fire/emergency situations; and striving to ensure prompt response to emergency calls.

Supervision Received:
The Part-Time Firefighter will follow the chain of command at all times, except for certain protected activities described in the personnel policies, and reports directly to the Officer of the Day and Paid-Per-Call Station Captain.

The Fire Chief assigns work in terms of general instructions. Reports to assigned Station Officers and Battalion Chiefs, the supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Supervision Exercised:
Establishes initial incident command on emergency scenes until relieved by an officer.

Guidelines
Guidelines include relevant state and federal laws, county codes and ordinances, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

Essential Job Duties:

- Respond to the incident scene in vehicle, from a station to the incident scene, or to a station for response or standby during their duty week.
- Responds to fire alarms and other emergency calls with fire engine, tanker/tender, service truck, brush truck and/or rescue equipment and perform firefighting duties to include fire suppression, performing rescue missions, creating openings in buildings for ventilation or entrance, performing salvage operations, and

administering emergency medical care to injured persons and those overcome by fire and smoke.

- Inspects buildings for pre-fire plans and fire prevention violations; performs assigned duties in maintaining apparatus, fire stations, equipment, grounds; participates in training, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques. Participates in regular fire training classes and attends classes in firefighting, rescue, first-aid, fire prevention, equipment maintenance, etc.
- Conducts inspections and flow testing of fire hydrants within the county. Identifies issues and reports discrepancies for repair by water department.
- Drives and operates firefighting vehicles and related equipment and completes fire reports required by the state.
- Accesses victims/patients to include extricating victim(s) from vehicles, determines nature and extent of illness or injury to begin examination of victims(s) and employs knowledge of emergency medical practice; lifts and carries accident victims/patients as required; uses universal precautions when treating patients/victims as prescribed by OSHA guidelines.
- Maintains fire/emergency vehicles and communications equipment and replenishes equipment and supplies as necessary.
- Supports honest and transparent decision-making. Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments. Openly exhibits a positive attitude, in word and action, and encourages others to do the same.
- Demonstrates effective and constructive communication. Champions a culture that encourages and embraces new ideas, develops individuals, and welcome and encourages diverse perspectives. Articulates strategic and innovative thinking and provides superior services. Approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.
- Build trust with citizens, business owners, and employees at all levels of the organization. Ensures thoughtful risk-taking and a focus on achieving results in all activities. Facilitates alignment of all operations with the strategic direction of the organization.
- Performs other related duties as required and or assigned.

This list of complexity of duties is not intended to be exhaustive. Additional related duties, as necessary, may be added by the Fire Chief.

Knowledge, Skills, and Ability to:

- Knowledge of the District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to participate in training programs and be skilled in training others in the performance of specific tasks.
- Able to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.

- Knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of GCIC/NCIC rules and regulations.
- Knowledge of records management principles and practices.
- Possess computer skills commensurate with the needs of the position.
- Skill in operating fire, rescue, and EMS equipment.
- Skill in the provision of customer services.
- Skill in the preparation of reports.
- Skill in the maintenance of files and records.
- Skill in problem-solving.
- Skill in oral and written communication.

Required Qualifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all-inclusive. Additional training may be added as necessary.

- Graduation from an accredited high school or GED
- Be at least 18 years of age.
- At least three years of firefighting experience in a paid agency full-time
- Not have been convicted of a felony crime in the past ten years and be of good moral character
- Must submit to a drug screening test as outlined in County Policy
- Must be able to pass Medical Exam
- Georgia Firefighter Certification or NPQ 1 Certification Required within 1 year if currently holding Registered Volunteer/suppression Certification
- Possession of a valid Class F Driver's License or higher issued by the State of Georgia.
- State of Georgia EMR Certification
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of NFPA 1582.
- Ability to pass department physical agility test.
- Ability to Pass Fire Department written entry exam

Preferred Qualifications:

- Georgia NPQ or NFPA Firefighter II Certification
- Driver Operator Certification AOPP
- State of Georgia EMT Certification or higher
- Rescue Technician
- NPQ Fire Instructor I
- Hazardous Materials Technician

Physical Demands:

The work is heavy work which requires the ability to exert heavy physical effort with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or

pulling of moderately heavy objects and materials (50-100 pounds or more). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to effectively communicate verbally.

Mental/Cognitive Demands:
Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment:
Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.