



**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE:	Firefighter	DATE:	March 6, 2015
DEPT/DIV:	Springfield Fire Department/Operations	LOCATION:	Fire Stations
SUPERVISOR:	Captain	STATUS:	IAFF Local 37
POSITIONS SUPERVISED:	None		

JOB SUMMARY: Under direct supervision, performs tasks in preventing, suppressing and extinguishing fires. Protects life and property of the citizens of Springfield, fire protection districts, mutual aid districts, and assigned districts. Performs hazardous materials mitigation, emergency medical service, vehicle and other rescue services, and participates in ongoing training programs.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	1. Performs tasks related to fire suppression and extrication; vehicle, water, and other rescue operations; training and inspection; emergency medical services; hazardous material mitigation; and protection of life and property in all assigned areas.	30
E	2. Attends drills and training sessions to maintain levels of proficiency for work efforts and requirements by the Fire Chief.	20
E	3. Inspects and maintains equipment, apparatus masks, fire equipment, tools, hoses, ladders, special equipment, etc. daily. Cleans and maintains respective fire station.	15
E	4. Assists with special projects assigned to district or station.	10
E	5. Acts up in the higher capacity as Driver Engineer as needed.	10
M	6. Represents the Springfield Fire Department in attendance at public forums and public education programs.	5
E	7. Supports and assists in the achievement of objectives and goals of the Springfield Fire Department.	5
M	8. Performs other duties as required or assigned.	5

EQUIPMENT, AIDS, AND TOOLS:

Hoses, fire hydrants, breathing apparatus, fire apparatus of various kinds, rigs, ladders, forcible entry tools, oxygen cylinders, small tools, appliances, radios and other communication equipment, Mobile Data Computer (MDC) and various other Fire Department related tools.

REGULAR CONTACTS:

Battalion Chiefs, Captains, Driver Engineers, other Springfield Fire Department staff, ambulance personnel, CWLP and Ameren personnel, other City department heads and employees, and the general public.

WORKING CONDITIONS:

Work is performed in all weather conditions including rain, snow, and extreme heat and cold.

Will be subject to hazards such as exposure to smoke, gasses, chemicals, and bodily fluids including blood and saliva.

Will be subject to noise sufficient to cause the worker to shout to be heard.

Work is performed in high, low and underground places.

Position requires the ability to work nights, holidays, weekends, and overtime.

Work schedule consists of 24 hours on duty, 48 hours off duty, or 40 hours a week and is subject to call in for emergencies designated by the Springfield Fire Department.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to establish and maintain effective relationships with fellow officers and the general public.

Ability to display a courteous and professional appearance.

Ability to complete all duties and assignments in a positive, efficient, and timely manner.

Ability to exercise sound judgment in life/property threatening situations.

Ability to communicate clearly and effectively with supervisors and the general public.

Knowledge of the functional operation of fire apparatus and the ability to properly and safely operate all fire equipment and apparatus.

Knowledge of EMS and rescue techniques.

Knowledge of safety factors applicable to firefighting, rescue, hazardous material mitigation, and emergency medical capability.

Ability to handle people and control personal feelings and emotions in emergency situations.

Ability to understand rules, regulations, and operating procedures of the Springfield Fire Department.

Ability to respond appropriately and with rapidity in emergency situations.

Ability to interact with other firefighters for prolonged periods of time.

PHYSICAL REQUIREMENTS:

Ability to lift 100 pounds and balance.

Ability to climb, crawl and run while wearing protective gear, carrying heavy equipment, and dragging hose and equipment.

Vision correctable to 20/20 with no monochromatic color blindness.

Ability to work in encapsulating suits.

Stamina to work under adverse conditions for long periods of time.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires a high school diploma or GED. Must have valid CPAT certification. Must possess valid Class "B" Illinois driver's license.

ADDITIONAL REQUIREMENTS:

Upon completion of probationary period (12 months), each Firefighter must have passed certification as:

- Certified Firefighter II or Basic Operations Firefighter (OSFM)
- EMT - Basic
- Hazardous Materials First Responder - Operations
- Vehicle and Machinery Operations
- Technical Rescue Awareness
- Fire Service Vehicle Operator

If certification in these areas is not met upon completion of recruit training, dismissal from the ranks of the Springfield Fire Department is imminent.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. The employee plans and apportions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval: Mark Hart Date: 3/17/15

Director Approval: [Signature] Date: 3-17-15

Human Resources Approval: Melina Thomas-Collins Date: 3/20/2015

POSITION ATTRIBUTE WORKSHEET

JOB TITLE: Firefighter

1. PHYSICAL ACTIVITY

	ATTRIBUTE	DUTIES	% Time
A.	CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.	1-8	20
B.	BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	1-8	10
C.	STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	1-8	40
D.	KNEELING: Bending legs at knee to come to a rest on knee or knees.	1-8	40
E.	CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.	1-8	40
F.	CRAWLING: Moving about on hands and knees or hands and feet.	1-8	15
G.	REACHING: Extending hand(s) and arm(s) in any direction.	1-8	60
H.	STANDING: Particularly for sustained periods of time.	1-8	10
I.	WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	1-8	5
J.	PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	1-8	5
K.	PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1-8	20
L.	LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	1-8	30
M.	FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	1-8	5
N.	GRASPING: Applying pressure to an object with the fingers and palm.	1-8	15
O.	FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips	1-8	5
P.	TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	1-8	20
Q.	HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.	1-8	60
R.	REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.	1-8	20

2. PHYSICAL MODE – SELECT ONE

	ATTRIBUTE	LEVEL
A.	SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B.	LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input type="checkbox"/>
C.	MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input type="checkbox"/>
D.	HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input type="checkbox"/>
E.	VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>

3. VISUAL REQUIREMENT – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input type="checkbox"/>
B.	Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input checked="" type="checkbox"/>
C.	Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D.	OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

4. MENTAL CAPABILITY REQUIREMENTS – SELECT ONE

	ATTRIBUTE	LEVEL
A.	Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B.	Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C.	Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input type="checkbox"/>
D.	Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input checked="" type="checkbox"/>
E.	Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input type="checkbox"/>

5. WORKING CONDITIONS – CHECK ALL THAT APPLY

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input checked="" type="checkbox"/>
B. Subject to outside environmental conditions.	<input checked="" type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input checked="" type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input checked="" type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input checked="" type="checkbox"/>
K. Required to wear respirator.	<input type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. COMMENTS/NOTES