



Eastern Band of Cherokee Indians

FIREFIGHTER

Position Description

Program:	Fire Department	Reports to:	Fire Lieutenant
Division:	Operations	Position Number:	910422024; 910422025; 910422026; 910422027; 910422028; 910422029; 910422030; 910422031; 910422032; 910422033; 910422034; 910422035; 910422036; 910422037; 910422038; 910422039; 910422040; 910422041; 910422042; 910422043; 910422044; 910422045; 910422046; 910422047
Classification:	Non - Exempt	Revision Date:	08/02/2023
Pay Level:	11	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Firefighter is responsible for fire suppression, wildland firefighting operations, hazardous materials response, rescue operations, emergency medical services, fire inspection, and vehicle and fire station maintenance.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Responds to alarms as a member of a firefighting company and performs a variety of fire ground functions, as the situation demands.
- Operates and performs preventative maintenance and checks on all fire department vehicles and equipment.
- Responds as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community.
- Prepares written reports and maintains records under supervision of a Fire Lieutenant. Participates in daily training exercises and classroom lectures.
- Performs duties as a Fire Apparatus Driver, if qualified, when assigned. Performs duties as an Acting Fire Lieutenant, if qualified, when assigned.
- Performs duties as a certified North Carolina EMT according to criteria and standards set forth by the fire department, if qualified.
- Performs duties as a Certified North Carolina Firefighter according to criteria and standards set forth by the department, when assigned.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and all other fire department property.
- Conducts demonstrations, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, smoke detectors, first-aid, and other subjects to the public.
- Performs fire inspections when assigned.

FIREFIGHTER

Position Description

- May be deployed on State and regional swift water and search response details.
- Participates in daily physical fitness.

Scope of Supervision:

This position is not responsible for supervising others. Position reports to the Fire Lieutenant.

MINIMUM MANDATORY QUALIFICATIONS

Experience: No prior experience required.

Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC CDL "Class B" required or obtain within 1 year of hire. MUST obtain within 1 year of employment - North Carolina Emergency Medical Technician (EMT) License. If applicant is unsuccessful of completion NC EMT certification, employment will be terminated. North Carolina Firefighter II Certification. North Carolina Technical Rescue Certification and one Technical Rescuer Specialty certification within 2 years as a condition of employment. North Carolina Driver/Operator-Pumper. (New employees must obtain on their own within 2 years as a condition of employment). North Carolina Driver/Operator -Aerial. (New employees must obtain on their own within three (2) years as a condition of employment). Completion of the following courses, as described by the United States Federal Emergency Management Agency within 2 years of employment; ICS-100: Introduction to the Incident Command System, ICS-200: ICS for Single Resources and Initial Action Incidents, ICS 700: National Incident Management System, ICS 800: National Response Framework, and Wildland FF S-130, S-180, and S-190.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Effective communication, oral and written, with supervisors, peers and the public.
- Understanding and following work rules and Suggested Operating Guidelines.
- Read, write, add, subtract, multiply, and divide.
- Knowledge of national, State and local laws related to fire/safety and building codes and public education.
- Organize, direct, and coordinate written and oral reports.
- Skilled in report writing, driving, use of computer and Microsoft Office software, typewriter, telephone, two-way radio, copy machine, fax machine, and calculator.
- Knowledge of fire protection systems, water supply, building construction,, means necessary to allow for direct rescue operations, disaster mitigation, and extinguishment of combustible and flammable materials.
- Skills in fire inspection, public relations, public life safety education and fire investigation.
- Fire department administration.
- Skilled use of the following equipment:
- Measuring devices and camera.
- Power tools, hand tools, chain saws, shovels, brooms, ladders, exhaust fans, and generators.
- Fire apparatus, van, ambulance, and boat.
- EMT Basic Life Support equipment, oxygen, and blood pressure.
- Computer and associated software, typewriter, calculator, copy machine, fax machine, telephone, teleconferencing equipment and two-way radio.
- Operation of a motor vehicle; able to pull a trailer.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Errors in judgment in responding to a call could cause loss of life or property and result in legal liability.

Key Relationships:

FIREFIGHTER

Position Description

Internal contacts occur on a routine basis with all department personnel. External contacts include emergency medical services, police, emergency management, utilities, civic organizations, businesses, public works, and the general public.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Follows well-defined policies and procedures. Initiative and resourcefulness are required when responding to calls and immediate response is needed to save a life. In most cases required to work and act independently of immediate supervision. Uniqueness of situation and unknowns may require decision making involving limited resources. May be deployed to State and regional swift water and search/rescue details.

PREFERRED QUALIFICATIONS

One (1) year of related experience preferred.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Outside workplace environment that is confined. Exposure to extreme cold, hot, and normal temperatures. Contact with water or liquids. Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc. Exposure to hazardous conditions such as mechanical/electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles. Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation. Exposure to blood borne pathogens; i.e., blood on self and clothing from emergency medical service related calls.

**Mental/Visual/
Physical Effort:** The following are reasonable physical demands of the position: lifting, carrying, and pushing/pulling 100 lbs. or more; standing, walking, and sitting; stooping, kneeling, crouching, and crawling; running, swimming, grappling, climbing, balancing, and bending / twisting; reaching, feeling, talking, and hearing; handling and grasping: fire hose, ladders, performing cardio pulmonary resuscitation (CPR), utilizing patient lifting devices, etc.
Must possess knowledge of these physical abilities: Stamina – vent a roof, pull charged hose line, strip roof with tools, climb stairs with equipment, carry hose up multiple flights; Extent Flexibility – roll/pull hose, remove ceiling with poles, push ladder to roof peak, reach out from ladder, chop with axe, extricate victim, overhaul burned building, remove building parts; Dynamic Flexibility – chop with axe, pick up hose, advance hose, strip roof, perform CPR chest compression; Static Strength – carry hose, lift/carry victim/patient, move charged hose, lift ladder, move generator; Explosive Strength – force entry with axe battering ram, raise ladder, run up stairs with equipment, breach walls, pull advance hose, chop with axe to vent roof; Dynamic Strength – climb ladders/stairs in full turn-out gear with equipment, climb aerial ladder; Trunk Strength – pull charged hose, perform CPR, pick up equipment at fire, hold hose on fire target, lift victim; Speed Limb Movement – dodge debris, chop with axe, don self-contained breathing apparatus (SCBA), pump manual hand pump extinguisher, exit burning building, operate aerial apparatus, perform CPR, run/drive emergency apparatus; Gross Body Coordination – climb/descend ladder with victim, advance charged line while maintaining flow on target, walk across roof ridge, start/use power saw; Gross Body Equilibrium – walk on icy roof peak at night, carry patient down stairs, swing axe from ladder; hand steadiness – take blood pressure (BP)/pulse, operate power tools, perform CPR, apply traction to limb/neck of victim, connect hose couplings; Manual Dexterity –

FIREFIGHTER

Position Description

couple hoses, perform CPR, bandage patient, use tools/extraction equipment, use air bag ventilator, tie knots, use SCBA; Finger Dexterity – maintain/operate SCBA equipment, bandage patient, remove object from patient airway w/Magill forceps, tie knots, perform infant CPR; Near Vision – patient assessment, read manuals/pump control panel; Far Vision – drive to an emergency, visualization of fire condition, see power lines for safe ladder placement, see addresses; Visual Color Discrimination – determine fire status/hazards by smoke color, identify labels and placards, assess patient; Hearing – hear call for help in burning building, hear fire crackle in dense smoke, hear BP; Mobility – advance hose line, climb ladder, search/rescue in building, move on roof, get on/off equipment; Effort – chop/vent roof, overhaul burned buildings, advance charged line up stairs, climb stairs/ladder, use axe.

Concentration varies from slight to intensive. A high level of concentration is required in responding to calls when judgment is critical and attention to multiple tasks is required.

Applicants will be required to submit to a medical examination consistent with the requirements of the position.

Annual Performance Evaluation: Must participate in the annual agility test and swim test and pack test per 506's. Must pass Annual NFPA 1582 Health & Wellness Physical.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

FIREFIGHTER
Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Firefighter** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date