



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-301**
Date: **01/01/05**
Page: **1 of 5**
Revision: **A**

Firefighter

	Table of Contents	Page
1.0	Purpose	2
2.0	Supervision Received	2
3.0	Essential Duties & Responsibilities	2
4.0	Peripheral Duties	2
5.0	Desired Minimum Qualifications	3
6.0	Firefighter Promotion	4
7.0	Special Requirements	4
8.0	Tools & Equipment Used	4
9.0	Physical Demands & Work Environment	

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Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/01/2005
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-301**
Date: **01/01/05**
Page: **2 of 5**
Revision: **A**

1.0 Purpose

- 1.1. Controls and extinguishes fires, protects life and property, and maintains equipment as a member of the Taylors Bridge Fire Department.

2.0 Supervision Received

- 2.1. Works under the general guidance and direction of an Officer of the fire department.

3.0 Essential Duties & Responsibilities

- 3.1. Responds to fire alarms and other emergency calls.
- 3.2. Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- 3.3. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- 3.4. Creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other power equipment.
- 3.5. Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- 3.6. Communicates with superior during fire, using portable two-way radio.
- 3.7. Inspects buildings for fire hazards and compliance with fire prevention ordinances.
- 3.8. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds, and hydrants.
- 3.9. Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

4.0 Peripheral Duties

- 4.1. May issue forms to building owners listing fire regulation violations to be corrected.
- 4.2. May operate firefighting vehicles and equipment.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-301**
Date: **01/01/05**
Page: **3 of 5**
Revision: **A**

- 4.3. May drive department apparatus only if twenty-one (21) years of age with three (3) years driving experience.
- 4.4. May administer first aid and artificial respiration.
- 4.5. Participates in individual and group advanced training courses.
- 4.6. Fills in for other positions within the department.
- 4.7. Performs other related duties as required.
- 4.8. May ventilate burning buildings.
- 4.9. May remove debris and assist in cleaning up fire scene.
- 4.10. May administer first aid and artificial respiration.
- 4.11. May assist in the provision of Public Education and Fire Prevention Programs.

5.0 Desired Minimum Qualifications

5.1. Education and Experience:

- 5.1.1. High school diploma or GED equivalent; and
- 5.1.2. Any equivalent combination of education and experience.

5.2. Necessary Knowledge, Skills and Abilities:

- 5.2.1. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- 5.2.2. Working knowledge of first aid and resuscitation techniques and their application.
- 5.2.3. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- 5.2.4. Skill in the operation of the listed tools and equipment.
- 5.2.5. Ability to train and supervise subordinate personnel.
- 5.2.6. Ability to perform work requiring good physical condition.
- 5.2.7. Ability to communicate effectively orally and in writing.
- 5.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
- 5.2.9. Ability to effectively give and receive verbal and written instructions.
- 5.2.10. Ability to establish and maintain effective working relationships with firefighters, officers and general public.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-301**
Date: **01/01/05**
Page: **4 of 5**
Revision: **A**

5.2.11. Ability to meet the special requirements listed below.

6.0 Firefighter Promotion

- 6.1. After five (5) years of continuous service with the Taylors Bridge Fire Department, firefighters are eligible for promotion to officer positions or,
- 6.2. After completion of Firefighter I & II, firefighters are automatically eligible for promotion to the officer positions listed below.
 - Secretary
 - Lieutenant

7.0 Special Requirements

- 7.1. Must possess, or be able to obtain, a valid North Carolina Driver's License.
- 7.2. Must obtain Emergency Vehicle Driving (EVD) certification within two (2) years and continue certification every three (3) years to be approved to drive any fire apparatus on state road and highways.
- 7.3. Must complete Rescue Technician (RT) within three (6) years of elected date.
- 7.4. Must complete Firefighter I & II within six (6) years of start date.
- 7.5. Ability to meet Departmental physical standards.

8.0 Tools & Equipment Used

- 8.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

9.0 Physical Demands & Work Environment

- 9.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 9.2. While performing the duties of this job, the firefighter is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-301**
Date: **01/01/05**
Page: **5 of 5**
Revision: **A**

- 9.3. The firefighter is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 9.4. The firefighter must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 9.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 9.6. While performing the duties of this job, the firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 9.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 9.8. *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*
- 9.9. *The job description does not constitute an agreement between the Fire Department and Firefighter and is subject to changed by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*