

	Travis County ESD 12 Policy and Procedure		General Order Number J110
Subject: Firefighter Job Description		Effective Date: 08/12/2024	Rescinds: 09/13/2024
			Pages: 3
Application: Operations	Authorized By: Christopher McKenzie, Interim Fire Chief		

In an effort to provide and improve shift dynamics the Firefighter (FF), position will provide several significant benefits for the Department. It provides for career development for future FF's within the Department as well as potentially motivate increased interest from some of the Department's current FF's to pursue the fire service career path as the department moves toward specialization in medical, fire, and rescue service delivery.

A FF is a special rank within the Travis County Emergency Services District 12 (TCESD12) which utilizes the knowledge, skills and ability to perform the tasks identified within the job description. The FF performs technical work in firefighting, apparatus (Brush Truck) operations, rescue, emergency medical services and fire training activities. The FF also performs work on an assigned basis under the direction of the Fire Lieutenant.

ESSENTIAL FUNCTION STATEMENTS- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Participate in training classes, skills practice, and drills to enhance job-related skills and abilities;
- Read internal e-mails, memos, guidelines, policies, and procedures to keep apprised of new developments in departmental operations and procedures;
- Participate in physical fitness activities to maintain physical conditioning;
- Knowledge of traffic laws and street conditions in order to operate apparatus safely and expeditiously;
- Study, learn, and maintain knowledge of streets, block numbers, landmarks, and other natural/man-made barriers in order to know the most direct and expeditious routes to an incident;
- Safeguard self and others at all times;
- Respond quickly to unforeseen circumstances as they arise;
- Ensure the scene is free of any remaining hazards, equipment, or trash associated with the emergency response;
- Operate within the Incident Management System and departmental operating procedures;
- Minimize distress and suffering, including giving direct medical assistance; perform triage and stabilize patients by following established emergency medical treatment protocols;
- Review, complete, file, distribute, forward, and record information in logs, forms, reports, and systems, as assigned;

- Perform at the operations-level, or technician-level when trained and certified, at technical rescue operations;
- Perform at the operations-level at hazardous materials operations;
- Engage in activities which have a positive impact on the Department's image within the community including public education, assistance, and other related initiatives;
- Participate as a Fire Department representative at community events, as assigned;
- Test hydrants for operational use, provide seasonal maintenance, and properly document results;
- Inspect, clean, and maintain personal gear and equipment to ensure proper and safe operation;
- Perform general cleaning, maintenance, and upkeep of Department property;
- Clean and perform maintenance checks and servicing on all apparatus and equipment, making minor repairs, and referring repair needs to the appropriate personnel;
- Assist with returning equipment and apparatus to service;
- Assist in training other personnel on assigned equipment operation, usage, care, and maintenance;
- Perform other duties as assigned.

Knowledge of:

- TCESD12 Member Handbook and Policies and Procedures;
- Operational characteristics, services and activities of the medical response, and fire suppression program;
- Modern and complex principles and practices of fire suppression;
- Principles, practices and skills of emergency medical care;
- Basic principles of mechanics;
- Basic principles of Incident Command System;
- Local geography including streets and location of hydrants and major fire hazards;
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Work well with peers;
- Interpret, explain, and apply the Member Handbook and Department policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government agencies, officials, community groups, and the general public;
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Perform a variety of physical and mechanical operations;
- Maintain a positive attitude and work environment while working at ESD12.

Listed below are the minimum license, certification and credentialing requirements for applicants to be eligible to apply for the FF position. All eligible candidates selected shall serve a minimum of six (6) months probationary period from the date of promotion or hire.

License and Certificate

- Possession of an appropriate, or eligible to obtain, a valid Texas Class B driver's license.
- Have not been convicted of any felonies.
- Have not been convicted of any Class A and B misdemeanors in the previous 7 years.

Minimum Certification Requirements:

- Structure Firefighter Basic: TCFP
- EMT-B or higher: Texas Department of State Health Services (DSHS)
- NIMS 100, 200, 700, 800a or 800b: FEMA

Listed below are the certifications for the FF position which are required to be completed within a one (1) years period from date of hire.

- Wildland Basic: TCFP

Candidates promoted or hired from the applicable eligibility list(s) that do not complete their rank specific certification; credentialing and licensing requisites during the time frame provided may be relieved from their position within the department.

WORKING CONDITIONS;

Environmental Conditions

Emergency firefighting environment including but not limited to; exposure to medical environments, fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, climbing ladders, standing or sitting for prolonged periods of time; repeated bending.

Travis County ESD No.12 Executive Management reserves the right to adjust position responsibilities and requirements as needed to address needs within the department and community.