

## POSITION DESCRIPTION



Position: Firefighter Recruit  
Due for Review: October 2024  
Adopted By: Fire Chief Gene Rogers  
Adoption Date: October 1, 2023  
Pages: 6

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**Division:** Operations  
**Reports to:** Captain, Operations  
**Supervises:** N/A  
**FLSA Status:** Non-Exempt

This position description is established by the South Trail Fire Protection & Rescue Service District (District) to outline the Firefighter's basic requirements, duties, and general responsibilities.

### **Summary of Position:**

The incumbent is assigned to this position assigned to this position 56 Hour Employees are assigned to this classification as of their date of hire and are eligible for *Appendix A, FLSA, and Holiday* compensation only. At the sole discretion of the Employer, and upon the Employee's successful completion/graduation of an in-house orientation/recruit class, the *Firefighter Recruit* shall then advance to the rank of *Firefighter* and become eligible for all additional terms and conditions of employment as specifically defined within this Agreement. All newly hired Employees remain at-will for a period of one-year from their date of hire.

The incumbent is responsible for responding to emergency, and non-emergency, incidents including, but not limited to providing fire suppression, and control, fire prevention, emergency medical services, and public service/education, as directed by management.

The Firefighter position is appointed by the Fire Chief and is covered under the Collective Bargaining Agreement (CBA). The incumbent's terms and conditions of employment are delineated within the current CBA, Employee Handbook, and/or any other applicable District policies, procedures, or practices.

This position is classified as a full-time firefighter in accordance with FS 633. The incumbent must possess the general requisite skills and knowledge as outlined in NFPA 1001 (Firefighter Professional Qualifications).

The incumbent routinely assists in general facilities/apparatus maintenance and care, various District programs, drills, exercises, training, community and public relations, and other duties as assigned.

This position requires the incumbent's regular and predictable attendance at the workplace.

Functions of this position are carried out in accordance with established policies, procedures, past practices. Work is performed under the direction of the Captain, Operations Division.

The incumbent may be required to perform lifesaving rescue techniques as part of a fire-rescue operation.

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Duties include an element of personal danger and the incumbent must be capable of functioning under direct supervision in hazardous conditions, as an integral member of a team to ensure the safe and efficient performance of their duties as a firefighter.

The incumbent is routinely dispatched and responds to emergency incidents and follows deployment directives, in accordance with the county-wide response matrix, as well as District policy directives/practices.

The incumbent must submit to and sufficiently pass the District's annual medical physical, demonstrating their ability to be fit for duty and safely perform the functions associated with the Firefighter position.

This position is categorized as 'Non-Exempt' in accordance with the *Fair Labor Standards Act* (FLSA). The Firefighter's essential functions represent the required responsibilities for the position and may not include all responsibilities. The omission of any specific statements of duties does not exclude them from the position's obligations if the work is similar, related, or a logical assignment.

### **Essential duties of the Firefighter position include, but are not limited to, the following:**

- Maintains a constant operational readiness while on-duty and is expected to be available for a timely emergent or non-emergent response to District matters.
- Responds on apparatus so that apparatus is correctly mounted and dismounted and seat belts are used while the vehicle is in motion, and ensures required personal protective equipment is correctly used.
- Has the ability to transport and operate hand and power tools and to force entry through doors, windows, and walls using assorted methods and tools.
- Utilizes a Self-Contained Breathing Apparatus (SCBA) in accordance and compliance with all applicable regulations/standards and may operate within a hazardous environment while utilizing the SCBA.
- Assigned tasks may require the ability to exert heavy physical effort in carrying out emergency response and/or training activities with an emphasis on climbing, balancing, stooping, crawling, kneeling, crouching, lifting, carrying, or pushing/pulling of moderately heavy objects and materials within a range of 20-100 pounds.
- Responsible for station cleanliness and the checking and readiness of tools, equipment, and stations in all areas assigned.
- Responds to emergent or non-emergent matters of public concern through the efficient use of a smartphone device, e-mail, two-way radio, or similar communication tool(s).
- Removes persons from danger and renders emergent medical treatment(s).

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- May perform in-service Fire & Life-Safety inspections and/or surveys of properties/facilities as directed.
- May issue violations/fees in accordance with District policy.
- May investigate and report on complaints as directed.
- Responds to emergency incidents and may be assigned in an operational, safety, or command capacity in accordance with District policies/practices/procedures.
- Responsible for following all applicable District policies/past practices or other applicable procedures, rules, regulations, laws, and standards, as well as lawful supervisory directives or requests.
- Responsible for reporting violations of applicable District policies/past practices or other applicable rules, regulations, laws, and standards to their supervisor.
- Strives to maintain and improve efficiency and effectiveness within the scope of their assigned position/division.
- Responsible for the safe and efficient operation of equipment/apparatus assigned to them.
- Serves as a liaison between the Firefighter position and the Captain of the Operations Division.
- Maintains appropriate records, files, and progress reports on work accomplishments.
- Assures that records are entered and kept in accordance with District policy, guidelines, and accepted recordkeeping procedures/practices and legal requirements.
- May assist in origin and cause investigations, as directed.
- Completes special projects as assigned.
- Participates in seminars, conferences, and training courses, as directed.
- Participates in briefings, reviews, and follows updates in District policies/practices/procedures.
- May be required to operate a District-owned vehicle in accordance and compliance with all applicable District regulations/policies and state laws.
- Participates in developing goals and objectives for the Division and the District.
- Serves as an ambassador for the District and leads by example.
- Promotes good public relations.
- Projects a positive job attitude, promotes teamwork, exhibits accountability, and promotes respect for authority.
- Completes other reasonable and lawful duties as assigned by supervisors or management.

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### Environmental Conditions:

Incumbents may work outdoors, indoors, within enclosed vehicles, and inside temporary structures or makeshift command posts. They may be exposed to hazardous materials, contaminants, extreme weather, hot or cold temperatures, hazardous situations and conditions, loud sounds and noises, cramped places, awkward positions, bright or dimly lit conditions, below and high-above-grade places.

### Minimum Requirements:

- State of Florida Firefighter II, Certificate of Compliance.
- Florida EMT Certification/License (must attain medical privileges with the District's Medical Director within 90 days of appointment).
- Candidate Physical Abilities Test (CPAT) attained within one year prior of application for employment.
- American Heart Association BLS Provider certification.
- Must pass the District's hiring process (Interview, Background Check, Medical Physical Exam, Psychological Exam, Pre-Employment Drug Testing).
- Must hold a valid Florida Driver License, within thirty (30) days of appointment, that allows for operation of District vehicles; Incumbent must be insurable by District's automobile insurance carrier.
- Must maintain the minimum requirements of the State of Florida, as specified in F.S. 633.
- Must be a non-user of tobacco, or tobacco-like products, in accordance with Florida law and District policy.
- Must successfully complete District's Recruit Orientation Program.

**Note:** It is required that all credentials minimally required to hold the described position remain valid and current, in accordance with the authority issuing the credential, to remain in said position.

### Preferred:

- Florida Paramedic Certification/License.

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## Knowledge, Skills, and Abilities:

- Ability to make quick, deliberate, and safe decisions when confronted with a stressful and life-threatening situation.
- Ability to climb ladders and perform work at considerable heights without hesitation.
- Ability to learn and retain various duties and methods within a reasonable period.
- Attends training courses.
- Analyzes, interprets, and understands relevant data to make fact-based decisions, even when faced with ambiguous situations, and does so promptly and efficiently.
- Possesses a general knowledge and understanding of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Demonstrates basic mechanical aptitude to perform basic repairs or maintenance.
- Consistently supports and contributes to creating a positive atmosphere within the District through honest and ethical actions supporting the District's vision.
- Demonstrates supportive behaviors; strives to be compassionate, committed, and courageous in their dealings with all.
- Maintains professional composure and resiliency when faced with adversarial situations and consistently strives to embody the highest level of personal and professional ethics.
- Helps create a harmonious, positive team environment that embodies mutual respect.
- Assists in resolving conflict(s).
- A management supervisor generally gives specific orders. Still, the incumbent is expected to prioritize work when faced with multiple tasks/orders and to complete assigned tasks to meet the District's mission and vision.
- Receives constructive criticism well and can apply positive or negative reinforcement to their continuous improvement and professional development.
- Demonstrates effective listening and speaking skills.
- Produces clearly written and easily comprehended work products.
- Submits complete, valid, and accurate reports and is aware of how to obtain necessary information and required coding procedures.
- Knowledgeable and aware on their use of social media as it pertains to their safety-sensitive position as a public figure who may be representative of the District.

## Mental Requirements:

- Analyzes dangerous situations rapidly and accurately and adopt, with or without supervision, quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Recalls facts and conditions observed while under physical and emotional stress.
- Recognizes operating faults and defects, and take initial precautionary measures.

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**Summary:**

This job description illustrates examples of duties, functions, skills, and knowledge that the incumbent should have to be successful in this position. Employees in this job classification should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised that the essential functions and requirements herein are subject to change at the discretion of the District based on operational and organizational needs. This job description should not be interpreted as all-inclusive or as an employment agreement between the incumbent and the District. The District reserves the sole right to amend, modify, rescind, delete, supplement, or add to the provisions of any policy, practice, or procedure.

Any essential job functions of this position will be evaluated as needed. Should the incumbent be unable to perform specific functions or requirements due to a disability defined by the Americans with Disabilities Act (ADA), upon request made by the incumbent, the District and the incumbent will engage in an interactive process to determine any reasonable accommodation for the particular disability experienced by the incumbent. The District may require the incumbent to provide medical certification of the disability and any reasonable accommodation.

**Acknowledgment:**

I acknowledge and understand this position description and agree to perform within the parameters established by the District to the best of my ability. \_\_\_\_\_

Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

**Interoffice Use Only:**

I acknowledge and understand the attached letter which details the conditional offer of employment that has been extended to me by the District. \_\_\_\_\_

Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness