

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Firefighter		Class Code: 005AE3
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 4-30-13
	Summary: Incumbent works within an institutional setting and performs a variety of duties related to fire prevention, fire safety instruction and firefighting.		

Duties:

- Conducts and maintains records of life safety building inspections and drills in all buildings in order to maintain compliance with codes and standards;
- Assists with disaster drills;
- Makes corrective action or creates report of corrective action needed when violations are found;
- Instructs new Incumbents in life safety procedures;
- Works with responding fire departments in the event of an emergency;
- Inspects, maintains, flushes and recharges fire extinguishers;
- Inspects and maintains fire trucks and equipment;
- Takes all necessary steps in case of a fire;
- Works with the community fire department in the event of major fires;
- Demonstrates the use of fire fighting equipment and conducts fire fighter procedural training;
- Cleans fire station and equipment;
- Maintains records of fire inspections, fire drills, evacuations and radio and fire station log;
- Assists with fire investigation;
- Inspects buildings and fire equipment for fire and safety hazards;
- Performs related duties as required.

Job Requirements:

- General knowledge of NFPA, Life Safety 101, JCAHO and IOSHA rules and regulations;
- General knowledge of methods and techniques of fire prevention;
- General knowledge of law enforcement and security principles;
- General knowledge of, and the ability to operate fire fighting equipment and fire trucks;
- General knowledge of first aid; Demonstrates firefighting equipment to Incumbents and conducts fire fighter procedural training;
- Ability to recognize safety and fire hazards and prescribe corrective actions;
- Ability to keep records and generate reports.

Difficulty of Work:

This work consists of applying standard fire fighting and fire prevention techniques and regulations.

Responsibility:

Incumbent follows standardized safety and fire prevention procedures and general work instructions in making routine safety checks and inspections. Makes decisions based on knowledge of codes and standards and existing conditions. Incumbent must choose appropriate actions in fire fighting situations. Errors in safety or fire hazard inspections could result in loss of life or property. Work is reviewed in process for compliance with instructions, rules and regulations.

Personal Work Relationships:

Incumbent works with all facility staff, supervision, outside vendors/contractors and the general public to ensure compliance with fire prevention regulations as well as to train Incumbents in fire fighting techniques.

Physical Effort:

Work involves walking, climbing ladders, crawling through small areas, transporting heavy or cumbersome equipment and performing strenuous activities while performing assigned duties. The incumbent should always be alert to the dangers and possibility of injury to one's self or others.

Working Conditions:

Work is performed in all types of environments and weather conditions whether it is indoors or outdoors.