

Decatur Fire Department

Job Description: Driver Engineer/ Firefighter (Full Time)
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Administrative – NON – Emergency Operations

Job Objectives:

Incumbent operates department vehicles and equipment in response to alarms; performs fire extinguishing and rescue duties; performs maintenance on department equipment, vehicles, and facilities; and completes required paper work. Incumbent reports to the Chief.

Essential Job Functions:

- Drive vehicle to the scene of the alarm and operate pumping or aerial apparatus
- Perform fire extinguishing search and rescue duties
- Study required job related materials
- Obtain adequate rest during scheduled or authorized sleep time
- Review, inspect, test, and perform maintenance on department equipment and vehicles
- Collect essential information and data entry into department computer program regarding incidents and department response.
- Assist department instructor, inspector and/or investigator in carrying out essential duties required
- Participate in firefighting and emergency procedure training
- Clean department facilities
- Answer and screen incoming calls, transfer or log messages as necessary for the day-to-day operations of the department.
- Attend and participate in meetings and training sessions or classes as determined by the Chief.
- At or within one year of employment or be certified at a level I and II Firefighter classification per state standards.
- At or within one year of employment or be certified as a Medical First Responder per state standards.

Non-essential Job Functions:

- Snow and ice removal
- Perform lawn maintenance and landscaping as needed
- Prepare meals for self and co-workers while on duty
- Performs related essential and non-essential functions as required

Skills and Knowledge

Equipment: Ability to operate various vehicles, equipment, and tools required to perform duties

- Ability to operate department vehicles (Engines, Ladders, Tankers and utility vehicles)

- Ability to operate modern office equipment (telephone, computers, and fax)
- Ability to operate various hand and shop tools necessary to perform task
- Ability to operate various firefighting tools required to perform duties (axes, bars, saws, hooks, nozzles, foam inductors, hoses, salvage covers, WYE's, ropes, reducers, spanners, wrenches, clamps, hose tester, etc.)
- Ability to operate various firefighting equipment (smoke ejectors, positive pressure fans, ladders, monitors, lights and their associated reels and adapters, extinguishers, generators, portable pumps, high pressure air compressor, cascade system, etc)
- Ability to operate various specialty rescue tools and devices.
- Ability to operate various electronic devices (AED, communication equipment, explosion meters, CO meters, thermal imaging camera, etc.)

Job Description – Driver Engineer (Full Time)

I. Skills and Knowledge Continued

Critical Skills/ Expertise:

- Working knowledge of laws, statues, codes, and reporting requirements relating to and governing the department;
- Working knowledge of department policies, practices, guidelines, and methods;
- Working knowledge of hydraulics, plumbing, and electricity;
- Specialized knowledge of fire extinguishing tactics, methods, equipment, and procedures to extinguish fires
- Knowledge in specialized rescue situations and procedures;
- Specialized knowledge of hazardous material procedures, methods and reporting;
- Specialized knowledge of jurisdiction (street locations, layout, water supply locations, county road numbering system, etc.);
- Ability to effectively communicate verbally and in writing with supervisor, co-workers, person having contact with Incumbent in the performance of duties, and the general public;
- Ability to develop and maintain productive work relationships with subordinates, co-workers, other county employees, those having contact with the incumbent in the performance of duties, and the general public;
- Ability to operate applicable computer system;
- Ability to utilize resources and reference materials;
- Ability to efficiently organize department materials and equipment;
- Ability to follow oral and written instructions;
- Ability to accurately complete and maintain necessary records, reports, and paper work;
- Ability to perform duties in emergency and stress related conditions;
- Ability to physically perform duties (climb ladders, use firefighting equipment, and function in full safety equipment required in the performance of duties);
- Ability to legally and safely operate department apparatus;
- Ability to provide and perform CPR, AED, and First Aid.

Job Standards: High School education or equivalent required. State and department certification as required, plus incumbent is required to pass physical, psychological, agility, and aptitude testing as required by (the Decatur Fire Department and the Public Employee Retirement Fund-Indiana Police and Fire Retirement Fund) Commonly Referred to As PERF.

Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures. Work consists of responding to stressful/dangerous situations and is physically and mentally demanding. Incumbent must exercise acquired skills and training in performing duties.

II. Responsibility

Incumbent receives general direction in the following established practices and clear-cut policies. Incumbent is responsible for the safety or lives of self, co-worker, and others. Errors in judgment or in the performance of duties may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information or the loss of property, serious injury, or loss of life.

III. Personal Work Relationships

During the course of performing normal duties, Incumbent has contact with supervisor, co-workers, other fire department personnel, emergency medical personnel, law enforcement personnel, and the general public.

IV. Physical Effort

Job Location: Incumbent performs light to heavy work (requiring the lifting of up to fifty (50) pounds occasionally, and/or up to twenty-five (25) pounds frequently, and/or up to fifteen (15) pounds constantly to move objects.)

Duties are performed inside and outdoors and Incumbent may be exposed to: temperatures below 32* or over 100* for periods of more than one (1) hour; noise (enough noise to cause the employee to shout in order to be heard); hazards (physical conditions, such as working close to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or chemicals); atmospheric conditions (one or more of the following conditions that affect the respiratory system or the skin; fumes, odors, dusts, mists, gases, or poor ventilation). Incumbent must be aware of personal safety and the safety of others.

Incumbent performs duties while climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Incumbent is required to wear the following protective clothing or gear to perform routine duties: bunker pants, turnout coat, boots, gloves, helmet with eye shield, nomex hood, respirator and self contained breathing apparatus. Incumbent has Standard Operating Procedures to follow when responding to alarms and is required to wear appropriate protective gear during job performance. Appropriate protective clothing and gear is required based on the incumbent's job requirement as related to carrying out the assigned task.

Policy written: 01-08-1993

Policy review date 01-2005