



FORT MYERS BEACH FIRE DEPARTMENT JOB DESCRIPTION

Position Title:	Probationary Firefighter	Reports To:	Company Officer (Lieutenant, Captain, or Captain II)
Position Status:	Full-Time Paid	Effective Date:	April 18, 2018
FLSA Classification:	Non-Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Department (FMBFD or “District”) to outline the basic requirements, duties, and general responsibilities of the Firefighter position.

The position of Probationary Firefighter is appointed by the Fire Chief and is covered under the collective bargaining agreement. The Probationary Firefighter performs a wide variety of roles and responsibilities.

SUMMARY OF POSITION:

The position of Probationary Firefighter is appointed by the Fire Chief and is covered under the collective bargaining agreement. The Probationary Firefighter is responsible for providing fire suppression and control, fire prevention, emergency medical services, specialized rescue services and public information/education related to emergency services. The Probationary Firefighter ensures that the District is operated in accordance with all applicable laws and regulations.

REPORTING RELATIONSHIP:

The position of Probationary Firefighter for Fort Myers Beach Fire Department serves as a Firefighter for the organization and reports directly to their assigned Company Officer. The position is deemed non-exempt under the provisions of the Fair Labor Standards Act.

DUTIES AND RESPONSIBILITIES:

1. Probationary Firefighters are emergency service personnel who are first responders for Fire suppression and control, respond to emergency medical service requests as well as various types of other emergency incidents.
2. The Probationary Firefighter directs as needed.
3. Work assignments are determined by the Company Officer.
4. Responsible for maintaining, training, and development of firefighting skills, emergency medical skills, technical rescue, and disaster preparedness skills.
5. Responsible to maintain satisfactory performance measures and evaluations by District designee.
6. Responsible for understanding and complying with all applicable rules, regulations, laws, and standards by appropriate jurisdiction.
7. Responsible for reporting violations of applicable rules, regulations, laws, and standards to appropriate supervisor.
8. Responsible for filing official District reports including, but not limited to, fire reports, ICS reports, patient care reports, and assist in other reports as directed by supervisor.
9. Records and maintains written records of all personal actions.
10. Responsible for identifying training needs, equipment needs, and continuing education relevant to maintaining the Probationary Firefighter role.
11. Responsible for providing fire suppression and control, fire prevention and emergency rescue and emergency medical services established by written standard operating guidelines and emergency



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medical services protocols within the Fort Myers Beach Fire Department.

12. Works under the direct supervision of the Company Officer in the command structure of the shift to which he/she is assigned.
13. In the absence of an officer, the Probationary Firefighter has latitude to exercise independent judgment, personal initiative and leadership in assigned duties within the guidelines of department policies, rules and regulations, and applicable laws.
14. Responsible for all actions taken during the assigned tour of duty and/or assignment given. Work is evaluated through periodic conferences and based upon the attainment of objectives and the clarity of written and oral reports.
15. The Probationary Firefighter assists Company Officer and the Engineer in carrying out all department policies, rules and regulations, and standard operating guidelines (SOG's).
16. The Probationary Firefighter may serve as the initial Incident Commander on scene until relieved by a ranking officer and is responsible for taking command of emergency situations until such time as a higher-ranking officer may arrive.
17. Responsible for ensuring appropriate procedural actions including procedures in quarters, travel to and from incidents, and at fire and/or emergency rescue scenes.
18. Responsible for satisfactorily inspecting stations and equipment for proper appearance and condition. Subject to perform drills or instruction in emergency medicine and firefighting methods.
19. Responsible for the safe and efficient operation of all equipment and apparatus assigned to him/her. May initiate repairs to equipment and apparatus according to department procedures.
20. Responds to all fire alarms and other emergencies and, as a working member of his or her shift, performs all physical and manual tasks as the situation may require. May assume command as appropriate to achieve prompt and expeditious control of a situation until relieved by a member of a higher rank.
21. Responsible for station cleanliness and the checking and readiness of tools, equipment, stations, and all areas assigned.
22. Participates in seminars, conferences, and training courses to keep abreast of technological advancements in firefighting, emergency medical services and rescue activities as required.
23. May provide recommendations to officers regarding new equipment purchase, in house training sessions, schooling, and any other areas as requested.
24. Responsible for accurate and complete paperwork, including but not limited to: fire reports, medical reports, daily journal log entries, vehicle check sheets, supply requests, injury reports, and accident reports.
25. Responds in a timely fashion when called back to duty, or when the Fire Chief or his designee declare a state of emergency exists.
26. Represents the department in a dignified manner by being well groomed, courteous and tactful in all interactions with, or assisting the public and other agencies.
27. Performs other related duties as required.



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to make sound decisions in extremely stressful and life threatening situations. Willing to make timely, fact based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluate results for effectiveness.
2. Possess and demonstrate knowledge of the District's rules, policies and procedures.
3. Possess and demonstrate proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue, and emergency medical skill methods with ability to access and implement this knowledge during high stress and critical events.
4. Possess knowledge of, and effective actions within current Incident Command and Management Systems.
5. Demonstrate a commitment to keep abreast of current developments in the fire and emergency medical services.
6. Ability to use mechanical skills to perform basic maintenance and repairs on District stations and associated equipment.
7. Continually contribute to a motivational atmosphere for all Department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief.
8. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness.
9. Maintain composure and a professional attitude under all, especially stressful, conditions. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and cooperative teamwork. The Firefighter must demonstrate a superior level of professionalism in all actions.
10. Demonstrate ability to create a work environment in which team members can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.
11. Demonstrate ability to recognize and accept constructive criticism, as well as apply it to actions. Utilize training, direction, delegation, and accountability to improve team skills. Provide assistance to teammates in resolving conflicts. Encourage positive individual initiative to achieve the organizations goals.
12. Demonstrate ability and initiative for continual self-development; work with crew members in preparing and implementing realistic, researched, and meaningful self-development plans; support appropriate job changes and promotions.
13. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.



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14. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
15. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and crew members.
16. Proficient in setting goals, completing delegated tasks effectively, and contributing with new ideas.
17. Schedule work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
18. Demonstrate ability to meet performance or quality control standards.
19. Ability to adapt to necessary changes in operations; willing to try new ideas with a positive and productive attitude.
20. Proficient in setting challenging goals, delegating effectively with appropriate supervision, and stimulating others to contribute new ideas.

QUALIFICATIONS:

General:

1. Demonstrate ability to communicate effectively both orally and in writing.
2. Knowledge of:

Applicable Laws and Regulations	Leadership
Collective Bargaining	Electronic and Computer Software
Disaster Management	Strategy and Tactics
Fire and Emergency Medical Needs	

Examination:

1. Must successfully complete and pass all written and practical assessments prescribed by the District.

Experience:

1. No previous experience is required unless specifically indicated in the provisions of the hiring process.

Education:

1. Hold a high school diploma or a State recognized equivalent.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Meet the requirements of State Fire Minimum Standards, F.S. 633. within time period indicated by the District.



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2. Hold a State of Florida Paramedic or EMT license and credentials.
3. Hold a valid motor vehicle license in accordance with the State Statute.
4. Complete Continual Educational units as required by the State.
5. Complete all education requirements of the Probationary Firefighter.

Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain:

1. Valid Florida driver's license.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Strength and Mobility – Mobility to move to and from various points within the District facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning District facilities and emergent scenes from distances both near and far.
5. Mental – Must be capable of functioning in a work environment with a high level of mental stress and pressure.
6. Meet Florida Minimum Standards for Firefighter, and the physical ability to work while wearing protective equipment, including self-contained breathing apparatus.

Environmental and Other Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous, and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.



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6. Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts.
7. Work may result in exposure to individuals or blood-carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors – Daily interactions by personal contact, telephone, and written computer communication.
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, and to complete tasks related to fire stations and district buildings.
3. Fire Department Company Officers – Multiple daily interactions by telephone, written computer communication, radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution, and exchange of information.
4. Fire Department Chief Officers – Interactions as needed by telephone, written computer communication, radio, and personal contact: exchange of information, and incident management operations.
5. Other contacts as assigned, required, or needed.



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SUMMARY:

The duties and responsibilities listed in this document are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude those duties from being performed by the Probationary Firefighter if the tasks are similar, related, or a logical assignment to the position. This position description does not constitute an employment contract between the District and the Probationary Firefighter and is subject to change at the discretion of the Fire Chief.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date