



CITY OF SENECA
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Seneca, South Carolina 29678
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SENECA FIRE DEPARTMENT

POSITION DESCRIPTION – FIRE FIGHTER

GENERAL PURPOSE

Protects life and property by performing firefighting, emergency aid, hazardous materials management, and some fire prevention inspections and educational duties. Maintains fire equipment, apparatus, and facilities. May help coordinate, instruct, or supervise the work of volunteer firefighters, new recruits, or other part-time department personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment tasks and overhaul/salvage tasks.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Maintains fire equipment, apparatus and facilities. Performs major and minor repairs to departmental equipment.
- Participates in fire drills and attends classes in firefighting, emergency medical, hazardous materials management, and related subjects.
- Participates in Physical Fitness program.
- Participates in the inspection of existing buildings, hydrants, and other structures in fire prevention programs.
- Receives and relays fire calls and alarms. Operates radio and other communication equipment.
- Assists in the maintenance of fire hydrants, including ensuring they have adequate flow. Cleans, paints, numbers, and records measurements for hydrants.
- Enters fire reports and volunteer response records in the computer.
- Provides fire education programs and safety presentations. Gives tours of station.

PERIPHERAL DUTIES

- May serve as a member of employee committees.
- Performs other duties related to the position as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent; and
- (B) One (1) year of firefighting experience, either as a paid firefighter or volunteer

Necessary Knowledge, Skills and Abilities:

- Working knowledge of driver safety; working knowledge of first aid.
- Skill in the operation of the tools and equipment listed below.
- Ability to learn the operation of fire suppression and other emergency equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke, with limited rest.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to file proper fire documentation reports in computer.
- Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

- Must be 18 years or older at the time of employment;
- Must possess, or be able to obtain within six (6) months, a valid Class E SC Driver's license without record of suspension or revocation;
- No felony convictions;
- Ability to obtain certification as SC Fire Academy Interior Structural Firefighter;

TOOLS AND EQUIPMENT USED

Fire Equipment, including but not limited to fire apparatus, ladders, fire pumps, hoses, and other standard firefighting equipment, Hurst Tool (or jaws of life), various tools, including saws and axes, generators and pumps, air tools, air bags, self contained breathing apparatus, extrication tools, confined space tools

Other Equipment, including first aid equipment, radio, pager, personal computer, phone, cleaning equipment, grinders, drill press.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is moderate in the office and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

he job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

04/11/2023