

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Sergeant Job Description

SECTION 8.0 – 8.8

Date: September 9, 2014

Approved by R. Dale Horne – Fire Chief

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8.0 GENERAL PURPOSE

- a. Supervises activities of firefighters and engineers.
- b. Provides medical assistance at the Medical Responder level as necessary.
- c. Performs related work as required.

8.1 SUPERVISION RECEIVED

- a. Works under the general guidance and direction of a company officer.

8.2 SUPERVISION EXERCISED

- a. Supervises and coordinates activities of firefighters and engineers.

8.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Serves as the immediate supervisor of firefighters and engages in fire-fighting activities.
- b. Assists in supervising an assigned tour-of-duty at a fire station and responds to emergency calls.
- c. Oversees repair and upkeep of fire-fighting equipment, fire station, and grounds.
- d. Supervises and participates in periodic fire drills, formal and informal training courses.
- e. Supervises routine salvage operations at fire scenes.
- f. Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs fire-fighting crews accordingly.
- g. Assists in training of subordinates in use of equipment and methods of extinguishing all types of fires.
- h. Determines or assists in determining fire cause(s).
- i. Is required to perform duties as Fire Engineer.
- j. May conduct fire drills for occupants of buildings.
- k. May perform duties as building inspector in his absence.
- l. May supervise and coordinate activities of fire companies fighting multiple alarm fire until relieved by superiors.
- m. May administer first aid and artificial respiration.
- n. May write and submit proposal for new equipment or modification of existing equipment to superiors.

8.4 PERIPHERAL DUTIES

- a. Participates in individual and group advanced training courses.
- b. May assist in the provision of Public Education and Fire Prevention Programs.
- c. Fills in for other positions within the department.

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- d. Attends conferences and meetings to keep abreast of current trends in the field.
- e. Performs other related duties as required.

8.5 DESIRED MINIMUM QUALIFICATIONS

- a. Education and Experience:
 - i) High School diploma or GED equivalent;
 - ii) Three (3) years of fire management experience; and
 - iii) Completion of the Fire Training Academy; or
 - iv) Any equivalent combination of education and experience.
- b. Necessary Knowledge, Skills and Abilities:
 - i) Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
 - ii) Working knowledge of first aid and resuscitation techniques and their application.
 - iii) Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - iv) Skill in the operation of the listed tools and equipment.
 - v) Ability to train and supervise subordinate personnel.
 - vi) Ability to perform work requiring good physical condition.
 - vii) Ability to communicate effectively orally and in writing.
 - viii) Ability to exercise sound judgment in evaluating situations and in making decisions.
 - ix) Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
 - x) Ability to meet the special requirements listed below.

8.6 SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid SC Driver's License.
- b. Ability to meet Departmental physical standards.
 - i) Annual Health Fitness Evaluations SECTION II 8.0 – 8.3
 - ii) Physical Fitness Policy SECTION II 5.0 – 5.2

8.7 TOOLS AND EQUIPMENT USED

- a. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

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8.8 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.

- a. 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.
- b. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must frequently lift and/or move up to 10 pounds, and carry equipment/tools up to 40 lb., and must occasionally lift and/or move up to 200 pounds.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- e. 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.
- f. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

The 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.