

# City of Hardeeville

## Fire Department

Standard Operating Guidelines

<b>Chapter 15</b>	Recruitment, Job Descriptions and Requirements	<b>SOG</b>	15.10
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### 1. Purpose

This Policy will describe the job roles, responsibilities and requirements to be met and maintained by all personnel who hold the rank of Engineer with Hardeeville Fire Department.

### 2. Policy

- 2.1. All personnel holding the rank of Engineer will have a clear understanding of the requirements set forth for their position.
- 2.2. Job descriptions and requirements may be updated as the structure and needs of the department change.

### 3. Roles and Responsibilities

It is necessary for all Hardeeville Fire Department Engineers to clearly understand their roles and responsibilities as follows:

- 3.1. Performs work under the general supervision of a Captain
- 3.2. Responds to calls for service as a member of a company
- 3.3. Drive emergency vehicles to calls for service
- 3.4. Operate pump and/or aerial device
- 3.5. May be required to perform common duties as the company officer in the absence of the Captain
- 3.6. Must be able to perform all functions of on scene emergency operations
- 3.7. Performs fire suppression and rescue activities to protect life and property
- 3.8. Required to operate in hazardous and non-hazardous atmospheres
- 3.9. Must continually meet training and health requirements
- 3.10. This position involves heavy work requiring the employee to exert up to but not limited to 50 pounds of force occasionally and less force frequently to move objects
- 3.11. May be required to perform reporting and administrative work related to fire suppression, rescue activities
- 3.12. Is responsible for operational status of the apparatus he/she is assigned too
- 3.13. Responsible for all equipment on the apparatus as well as its operational status
- 3.14. Must assist with training and orientation of senior firefighters, firefighters and recruits
- 3.15. Performs other duties as required

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#### 4. Knowledge, Skills and Abilities

- 4.1. Demonstrate knowledge and application of modern firefighting principles, practices and procedures
- 4.2. Demonstrate knowledge and application of emergency vehicle driving and pumping principles, practices and procedures
- 4.3. Demonstrate basic knowledge and application of Emergency Medical Services as well as knowledge of local and state regulations regarding Emergency Medical Services
- 4.4. Ability to efficiently perform basic administrative duties
- 4.5. Basic knowledge of computer technology
- 4.6. Ability to maintain self-discipline
- 4.7. Ability to accept line of authority and chain of command
- 4.8. Ability to cooperate with other firefighters, engineers, fire officers and administrative staff
- 4.9. Willingness to support and/or promote the goals and objectives of Hardeeville Fire Department

#### 5. Training, Education and Experience

All Engineers must:

- 5.1. Maintain a valid Class "E" driver's license or equivalent
- 5.2. Must successfully complete a practical exam
- 5.3. Must submit a letter of recommendation signed by their current Captain
- 5.4. Successfully complete all requirements for Senior Firefighter in addition to completing the following courses:
  - Pump Operations II
  - Incident Safety Officer
  - Fire Ground Command Simulation