



**TOWN OF ATOKA**  
334 Atoka-Munford Avenue  
Atoka, Tennessee 38004  
Phone: (901) 837-5300  
[www.TownofAtoka.com](http://www.TownofAtoka.com)

## TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Firefighter Part Time	Fire Department	Fire Chief
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	June 1, 2022

### POSITION SUMMARY

The employee is responsible for performing entry level firefighting and basic level emergency medical assistance working in combating, extinguishing, and preventing fires, and in responding to medical emergencies that are designed to help the Town's fire Department respond effectively to fires, medical emergencies, natural disasters, man-made emergency situations, inspections, and Public Education. This position is under the supervision of the Lieutenant. The Fire Fighter works a twenty-four (24) hour shift at the assigned fire station. The work is typically performed in an office, outdoors and/or in emergency vehicles, such as trucks, pumpers, or other apparatus at the scene of fires and/or on other emergency calls. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The employee occasionally works near moving mechanical parts and in high, precarious places, including pitched roofs, required to climb ladders or balance, stoop, kneel, crawl, operate objects, tools or controls and reach with arms and legs and is sometimes exposed to wet and/or humid conditions. The work may require the use of protective devices, such as masks, goggles, gloves, and other firefighting gear.

### MAJOR DUTIES:

- o Respond to request for emergency medical assistance in a rescue/pumper or other emergency vehicle.
- o Performs or assists with public fire prevention education classes either at schools, day cares or in-house.
- o Provide on-site care to victims of accidents, heart attacks, strokes, and other traumatic cases.
- o Respond to alarms of fire or other non-medical emergencies.
- o Remove person(s) from danger by extricating victims from vehicle accidents and prepare for transport to a hospital.
- o Provide direct hands-on support to paramedics.

- o Participate in fire drills and attend classes in firefighting, emergency medical, hazardous materials, fire containment methods and techniques, handling emergencies, fire inspection methods and standards and related subjects.
- o Communicates in person, via telephone, and or via two-way radio providing information and assistance or responding to requests for assistance.
- o Responds to fire alarms, connects hose, holds nozzle, and directs water streams.
- o Forces entry of premises for firefighting, rescue, and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- o Removes persons from danger, administers first-aid to injured persons.
- o Positions and climbs ladders to gain access to upper levels of buildings.
- o Performs salvage operations such as throwing covers, sweeping water, and removing debris.
- o Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
- o Performs extremely strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting objects weighing 50 to 100 pounds.
- o Performs duties requiring bending, crouching, stooping, crawling, and climbing in buildings and close quarters that may be filled with smoke.
- o Participates in annual hose test, which involves unloading and reloading fire hose back on truck.
- o Participates in flow testing fire hydrants, which involves taking caps off hydrant and opening hydrant and checking water flow.
- o Performs general maintenance work in the upkeep of fire department property cleans and washes walls and floors, makes minor repairs, washes, and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
- o Maintains all certifications and licensures required for job duties.
- o Perform such other duties as may from time to time be designated or required by the Chief of Department.
- o Performs other related duties as assigned
- o Ability to receive directions and effectively and efficiently complete those directions.
- o Ability to recognize and mediate unsafe conditions or situations.
- o Ability to perform addition, subtraction, multiplication, and division and to calculate decimals and percentages.

- o Skill in using a computer and standard office equipment.
- o Skill in the training, supervision, and evaluation of personnel.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

#### KNOWLEDGE REQUIRED BY THE POSITION

- o Knowledge of the principles, practices, and equipment used in fire suppression.
- o Knowledge of best practices in fire prevention including existing Federal, State and Town fire codes, laws, ordinances, and accepted standards as applied to fire fighting and prevention.
- o Knowledge of basic life support.
- o Knowledge of assigned territory and current buildings, hydrants, known hazardous conditions and any other community information that may be vital in fulfilling duties of the position.
- o Ability to review, classify, categorize, prioritize, and/or analyze data and to express oneself clearly and concisely, both orally and in writing.
- o Ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies and the citizenry.
- o Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- o Ability to operate heavy power tools including extrication equipment

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Must be a United States citizen, twenty-one (21) years of age or older with a high school diploma or equivalent. College education and/or degree preferred. Must have a clean record free of any misdemeanor / felony conviction involving moral turpitude.
- o State Fire Commission Certified Firefighter I and Firefighter II required for employment.
- o Emergency Medical Technician license required, must maintain EMT level licensure as a condition of continued employment.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Tennessee for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Tennessee State Fire Marshal's Office.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.