



CITY OF NOVI FIRE PROTECTION OFFICER

GENERAL SUMMARY

Under the supervision of the Director of EMS/Fire Operations or designated supervisor, an employee in this classification will operate apparatus and equipment, respond and extinguish fires, medical emergencies and hazardous materials incidents. Act in emergent situations such as weather and other types of emergencies. Perform related service work as directed. Work also involves continuous training, apparatus, equipment, building and grounds maintenance as scheduled or directed; inspections, public education and related fire protection activities. Work involves an element of personal danger, and employees must be able to act without direct supervision and exercise judgment in handling emergencies. Assignments, general and special instructions are received from supervisors who review and annually evaluate work methods, attitudes, performance and results through reports, personal inspections and discussions.

SUPERVISION RECEIVED

Under the direct supervision of the shift Captain and Lieutenant.

SUPERVISION EXERCISED

Routine duties are carried out with a degree of independence within the established department guidelines, and usually under the general direction of the shift supervisor.

Individual performance, methods, efficiency, and attitude are consistently evaluated by reports, personal inspections, and discussion.

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS

An appointed employee in this classification may be called upon to do any or all of the following. These do not include all the tasks an employee may be required to perform.

- Demonstrates a commitment to treat every contact as an opportunity to build public trust.
- Responds to fires and related requests for service while on duty, or when called to respond, drives or accompanies department personnel to incident locations, performs such activities as pump operation, laying hose, erecting ladders, fire suppression and similar duties according to need.

- Performs rescue work at incident scenes, operates tools and rescue equipment, provides pre-hospital medical care, and CPR.
- Cleans, maintains, and services fire equipment after use as a readiness procedure or on a general maintenance basis.
- Cleans and maintains fire department building and grounds.
- Inspects buildings and specific areas to determine causes of fires and to see that safety precautions and practices are followed in accordance with fire protection laws and ordinances. Assists in preparing pre-fire plans.
- Obtains information for preparation or prepares periodic summary reports of activities, inspections, training and maintenance for submission to the Director of EMS/Fire Operations or a designated supervisor.
- Participates in scheduled training with other department members on apparatus, equipment, EMS, rescue, fire suppression and related subjects.
- Maintains an acceptable level of proficiency through review of pertinent literature, training, and attendance at conferences and workshops.
- Possess the ability to establish and maintain positive working relationships with the public and other employees.
- Proactive in community relations and team building.
- Enforces state and local fire laws and ordinances; prepares and maintains records and reports relating to these activities.
- Prepares programs and demonstrations, makes presentations to individuals and groups for educational purposes on fire safety, and other related matters.
- Performs related work as required, scheduled or directed.
- While on duty, leverage network of personal and professional contacts to recruit talented individuals for all positions in the organization; awareness of open positions, the hiring process and encouraging talented individuals to apply.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

All of the following functions, qualifications, duties and KSA's (knowledge, skills and abilities) are essential. An employee in this class, upon appointment, must have the equivalent of the following:

- Must meet the designated physical standards appropriate to this classification.
- Demonstrates the highest level of leadership and accountability with a focus on enhancing the professionalism of the Novi Fire Department.
- Thorough knowledge of modern firefighting methods and practices and ability to apply this knowledge to various situations.
- Thorough knowledge of the use and operation of a wide variety of firefighting equipment and apparatus.
- Thorough knowledge of the layout of the City of Novi, including location of principle buildings and streets.
- Thorough knowledge of departmental rules and regulations, policies and procedures.
- Reasonable knowledge of the laws, rules and regulations relating to fire control and fire prevention.

- Ability to establish and maintain positive working relationships with the public and other employees.
- Ability to effectively and safely supervise the use of fire apparatus, equipment, and personnel in carrying out the responsibilities of this position.
- Ability to see, hear and speak effectively without limitations to complete the duties described above.
- Ability to run, crawl, climb, and maneuver when physical mobility is required to complete the duties described above.
- Ability to observe situations analytically and objectively and report and record them clearly and accurately.
- Ability to react quickly and effectively to emergency situations.
- Physically and mentally capable of performing all the duties of the classification.
- Ability to effectively communicate orally and in writing.

MINIMUM QUALIFICATIONS

An employee in this class, upon appointment, will have the equivalent of the following training and experience:

- Minimum age 18 years old.
- Education equivalent to completion of high school and shall be able to read, write and clearly speak the English language.
- Possession of the necessary physical capabilities to perform the duties of this position.
- Valid Michigan Operator's License and a safe driving record.
- Must meet the designated standards appropriate to this classification.
- Ability to effectively understand, follow and give oral and written instructions.
- Ability to establish and maintain positive working relationships with the public and other employees.
- Bachelor's Degree preferred.
- Michigan Fire Fighter I and II Certification.
- Michigan Emergency Medical Technician-Basic License.
- Hazardous Materials Awareness and Operations Certification.
- VFIS Drivers Certification.
- Physical Agility Test (CPAT).
- NIMS 100, 200, 700, & 800 within 1 year.
- If approved, Company Officer I, II and III Training.
- If approved, Fire Inspector and Plan Reviewer Training.
- Must complete their Mentoring/Probation requirements within 1 year.
- Suitability for employment shall be based on the evaluation process established by the Novi Fire Department.
- The Director of Public Safety and the Director of EMS/Fire Operations will make the final determination on an applicant's suitability for this position.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment described herein is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties entail the ability to perform medium to heavy work- lifting up to 120 pounds and the ability to push/pull up to 200 pounds to move objects on an occasional basis. While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop. In the course of the work shift, the degree of physical demands and exposure to environmental conditions may vary. The environment of the position will entail exposure to heights, fire/ heat, chemicals, traffic hazards, moving equipment, and noise.

Revised: November 28, 2017