

**TOWN OF ELIZABETHTOWN**  
**Fire Engineer**  
**Revised: 08/23/2018**  
**Approved: R.N. West, Fire Chief**

## **TOWN OF ELIZABETHTOWN**

### **FIRE ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a wide variety of administrative and technical tasks and functions in support of fire suppression, fire prevention, hazardous materials, emergency medical, and other emergency services for the Fire Department. An employee in this class is responsible for general firefighting, technical rescue, emergency medical care, and driving apparatus to an incident scene. Work also includes maintaining the fire apparatus, fire hose, and equipment for use by firefighters. Work is often performed under stressful emergency conditions and frequently involves personal hazards. Work standards and procedures are established and understood; considerable judgment is required during fire and emergency incidents. Work is performed under the regular supervision of a Fire Captain through observation and annual evaluations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and supervision from a Fire Captain or their designee.

May exercise general supervision over lower level staff as required.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**—*Important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Work requires the ability to accomplish and promote the mission, vision, goals, and core values of the Fire Department.
2. Must respond to emergency calls; drive fire apparatus to incident scene; provide appropriate services as required including rescue and fire suppression; prepare reports regarding emergency incidents as assigned.
3. Must drive, operate, inspect, repair and perform other technical tasks related to the apparatus and equipment in the Fire Department.
4. Must perform rescue for trapped or injured persons; provide necessary first aid in the absence of paramedics; operate numerous types of rescue, emergency and fire suppression equipment as necessary.
5. Must respond to fire alarms; drive assigned apparatus; assist in fire fighting operations including laying and connecting hoses, maintaining pumping apparatus, holding nozzles and directing water streams or

**TOWN OF ELIZABETHTOWN**

**Fire Engineer**

**Revised: 08/23/2018**

**Approved: R.N. West, Fire Chief**

- other chemicals and raising and climbing ladders; assist with medical and rescue needs at fire scene; determine hydrant/hose operations at incident scene.
6. Must maintain appropriate certifications through required training; participate in and direct instruction for department personnel.
  7. Must participate in cleaning and maintaining station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at the fire station; ensure that all equipment and apparatus is in a constant, appropriate state of readiness for emergency calls.
  8. Must study street and apartment locations in the response district; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.
  9. Must prepare various reports on operations and activities; attend staff meetings.
  10. Must identify opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements.
  11. Must participate in a variety of fire prevention and fire suppression operations, activities and programs including training, fire investigations, code enforcement, incident command and oversight of emergency incidents and equipment operation and maintenance; participate in responding to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.
  12. Must respond to emergency medical and other emergency services calls; assess condition of victims and administer appropriate emergency medical treatment; stabilize victims and prepare for transport to medical facilities.
  13. Use departmental computer equipment to input, review and access records, information and other various data.
  14. May assume duties of a Fire Fighter at incident scenes and as required.
  15. May assume duties of a Company Officer when required.
  16. May assume duties of an Incident Commander when required at emergency incident scenes.
  17. Maintain records pertinent to hose, SCBA, apparatus, ladders, and all other equipment testing procedures.
  18. Give tours of assigned fire station, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public.
  19. Assist in the development of plans for responding to hazardous materials incidents; participate in hazardous materials training, including all appropriate equipment and apparatus for responding to hazardous materials incidents.

**TOWN OF ELIZABETHTOWN**

**Fire Engineer**

**Revised: 08/23/2018**

**Approved: R.N. West, Fire Chief**

- 20. Develop, lead and participate in training exercises and course for the department; assist Training Officer with all activities of Training Unit; evaluate participants in training programs; maintain files on personnel for required training; prepare audio-visual materials for training programs.
- 21. Perform all other duties as assigned.

**QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be

**Experience:** Four (4) years of experience in firefighting.

**Education:** Equivalent to the completion of the twelfth grade supplemented by specialized training in fire suppression, emergency medical procedures, and hazardous material.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES**

Operation, maintenance and uses of modern fire fighting apparatus and equipment including aerial and pumping apparatus, hydraulic rescue equipment and Self-Contained Breathing Apparatus.

Hydraulic principles and their relation to apparatus pump, hose, and appliance operations.

C.P.R., EMT, and First Aid procedures.

Policies and procedures of the Town of Elizabethtown and the Fire Department.

Operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.

Technical and administrative aspects of fire suppression and prevention and emergency medical services.

Pertinent federal, state and local laws, codes and regulations.

Uniform Fire and Building Codes.

Modern office procedures, methods and equipment including computers and related software and equipment. (Examples: Microsoft Word, Excel, Outlook, Internet Explorer and PowerPoint)

Principles, practices, methods and techniques of modern fire and life safety and fire suppression and emergency medical activities.

The geography of the town and surrounding county response areas.

Specialized communications equipment.

**TOWN OF ELIZABETHTOWN**  
**Fire Engineer**  
**Revised: 08/23/2018**  
**Approved: R.N. West, Fire Chief**

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Various building construction techniques and the consequence of each type on fire suppression and prevention activities.

Safe work practices and procedures.

English usage, spelling, grammar and punctuation.

Basic statistical and analytical methodologies.

Bookkeeping practices and procedures.

Principles and procedures of record keeping.

Approved procedures and policies for hazardous or toxic materials storage, transport and clean-up.

**Ability to:**

Follow and enforce All Town and Fire Department SOP's.

Work under stress and use good judgment in emergency situations.

Tactfully and respectfully respond to and handle requests and inquiries from the general public.

Oversee and assist in resolving a variety of situations characterized by conflict or danger.

Operate specialized emergency communications equipment.

Safely and efficiently operate department vehicles, apparatus and other emergency equipment.

Prepare and operate department vehicles, apparatus and other emergency equipment.

Prepare clear, accurate, and concise reports.

Supervise, train and evaluate Fire Department staff.

Establish and maintain cooperative and appropriate working relationships with those contacted in the course of work including town and other government officials, co-workers, community groups, the general public and media representatives.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.

**TOWN OF ELIZABETHTOWN**  
**Fire Engineer**  
**Revised: 08/23/2018**  
**Approved: R.N. West, Fire Chief**

Communicate clearly and concisely, both orally and in writing with department and town personnel.

**Pass a physical examination as determined by the Town of Elizabethtown healthcare provider.**

**Sufficiently wear/use any personal protective equipment provided by the Town of Elizabethtown.**

**Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:**

Maintain effective audio-visual skills and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *assessing the situation at an incident scene*
- *communicating with others.*
- *directing/participating in fire suppression activities*
- *running, lifting, walking, crouching or crawling during emergency operations*
- *moving equipment, and injured/deceased persons*
- *climbing stairs/ladders*
- *walking, standing or sitting for extended periods of time*
- *performing life-saving and rescue procedures*
- *operating assigned equipment.*

Effectively deal with personal danger which may include exposure to:

- *hazardous chemicals and materials*
- *fumes and smoke*
- *intense heat*
- *electrical hazards*
- *confined or high work places*
- *dangerous animals*
- *extremely loud noises*
- *hazards of emergency driving*
- *hazards associated with traffic control and working in and near traffic*
- *natural and man-made disasters.*

**TOWN OF ELIZABETHTOWN**  
**Fire Engineer**  
**Revised: 08/23/2018**  
**Approved: R.N. West, Fire Chief**

### **License or Certificate**

NC Firefighter II certification, NC Hazardous Material Level I certification, NC EMT-B and CPR certifications are required.

NC Emergency Vehicle Driver certification is required.

NC Fire Apparatus Driver/Operator certification (Pumps) is required.

NC Fire Apparatus Driver/Operator certification (Aerials) is preferred and required within (1) year of employment.

NC Technical Rescuer Certification is preferred and required within (1) year of employment.

NC Fire Instructor Level I is preferred and required within (2) years of employment.

NIMS 100, 200, 700 and 800 are required within (6) months of employment.

Possession of a valid Class A or Class B North Carolina driver's license is preferred and required within (6) months of employment.

### **SPECIAL REQUIREMENTS**

- 1.) Must be able to wear ALL proper safety equipment as determined by the Department Head in accordance with established OSHA regulations**
- 2.) Satisfactory completion of ALL levels of the Town of Elizabethtown Fire Department's Driver/Operator Qualification Program within one (1) years of hire date.**
- 3.) Must be able to meet and maintain vehicle insurability with the Town of Elizabethtown.**

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Emergency firefighting environment; work at heights on scaffolding and ladders; work with water; travel from site to site; work closely with others and alone in extreme heat, cold, noise, and other hazardous conditions.

#### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

Must be able to complete the department's quarterly physical fitness and agility testing procedures.

Must be able to pass the department's annual medical physical and screening process.