



JOB ANNOUNCEMENT Posted July 8, 2016

Firefighter/ EMT/ Apparatus Operator

Full-time or Part-time Exempt or Non-exempt

City of Social Circle Department Name

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Social Circle is a historic community that is located approximately 45 miles east of Atlanta in the Historic Heartlands section of Georgia in rural Walton County. The population of the city is approximately 5000. We are a small town with a big heart and we are a community proud of its history. We are actively seeking ways to maintain our small town atmosphere, to preserve our quality of life, and to create the best business climate for quality growth. We believe that Social Circle is "Georgia's Greatest Little Town." Our pride in our city is reflected in our community's commitment and dedication to excellence. The City of Social Circle is an equal opportunity employer and we maintain a drug free workplace.

JOB SUMMARY

This position is responsible for the operation of fire apparatus. Responding to emergency scenes to perform fire suppression, emergency medical, rescue, and hazardous materials mitigation duties. An incumbent in this position may be designated "Firefighter/EMT Basic, Intermediate, or Advanced."

MAJOR DUTIES

Firefighter

- Follows department policies and SOG's.
- Responds to calls for assistance and provides appropriate services as required; portrays a professional attitude and maintains a positive public image.
- Understands the operation and safe use of all equipment on the apparatus; inspects and maintains all equipment per department policy.
- Follows the department Incident Command System.
- Participates in cleaning and maintaining station facilities, grounds, equipment, and apparatus. Any deficiencies shall be reported to their immediate supervisor as soon as the problem is found. Ensures that all personal equipment is in a constant state of readiness for calls.
- Participates in fire prevention and public service activities.
- Maintains basic knowledge of streets and hazard locations as identified in the assigned district.
- Shows commitment to team results by being able to work with and for others and by communicating effectively with co-workers.
- Remains familiar with basic knowledge of computer equipment and programs used by the department.
- Meets all training requirements as assigned by the department.
- Acquires and maintains specialized training/certification as required in policy 4-09.
- Relays necessary information to oncoming crew at shift change.
- Signs in and out daily.
- Performs other duties as assigned.
- Responds to calls for assistance involving emergency medical situations, including cardiac problems, breathing difficulties, childbirth, strokes, diabetic seizures, sports and automobile injuries, and other traumatic and medical incidents

Driver

- Ensures the safe operation and maintenance of all apparatus and equipment assigned to that driver; ensures that all equipment is in a state of constant readiness.
- Meets all requirements of [training policy 12-01](#).
- Follows [driving guideline policy 08-23](#).
- Retains thorough knowledge of streets and hazard locations as identified in the assigned district.
- Acquires and maintains specialized training/certification as required but not limited to:



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- a. Practical Fire Ground Hydraulics
- b. Pump service testing
- c. Pressurized Water Systems
- d. Fighting Fires in Sprinkled Buildings
- Accepts any additional responsibilities and duties for specialized apparatus and equipment.
- Gathers pertinent information and complete reports on incident calls, hydrants and pre fire plans etc. as required by their supervisor.
- Retains a thorough knowledge of computer equipment and programs used by the department.
- Completes a daily check list that complies with department truck check list.
- Reads and follows NFPA 1002.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of fire department operational policies and procedures.
- Knowledge of current and accepted firefighting practices.
- Knowledge of Georgia Firefighter Standards and Training Council compliance standards.
- Knowledge of departmental and city policies and procedures and related federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of computers and job related software programs.
- Skill in operating emergency vehicles and equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Lieutenant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances, NFPA recommended standards, and local, state and federal laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied equipment operation and fire suppression and prevention duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to operate assigned apparatus and equipment in response to emergency and non-emergency calls for service. Success in this position contributes to safety of life and property.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other fire departments, law enforcement personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.



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PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping, The employee frequently lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, firehouse, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to extreme heat, smoke, falling materials, noise, dust, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, and gloves and of specialized fire equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.
- A minimum 18 years of Age.
- NIMS Compliant (as required by national standard, must be obtained in 6 months)
- Certified Firefighter (as required by Ga. Firefighter Standards and Training Council)
- NPQ Firefighter II 2008 Ed. (must be obtained in 12 months)
- Meet all Requirements of Section 4-09 Firefighter
- State of Georgia EMT-B or Higher by DHR and State Office of EMS Standards preferred or ability obtain appropriate state EMS certification at level of EMT-A within 24 months for continuation of employment

Salary/ Benefits:

Salary Range begins at \$ 31,527.00 based on qualifications, experience.

- Retirement – Georgia Municipal Employees' Benefit System defined benefit plan
- Position covered by Social Security
- 457 plan available
- Health Plan – City paid for employee through Blue Cross-Blue Shield
- Dental Plan – City paid for employee through Delta Dental
- Life Insurance – City paid for employee through Greater Georgia Life
- Vacation and Sick Leave Accrual
- 10 paid holidays annually
- Additional benefits available through payroll deduction



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How to Apply:

Submit a completed application to:

City of Social Circle ATTN:
Firefighter/EMT Vacancy
P. O. Box 310
Social Circle, Georgia 30025

Application forms and more information:
Available online at www.socialcirclega.com
City Hall 770-464-2380
Police Department 770-464-2366
Fire Department 770-464-0621

End Date: 8/15/16