



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN OF RESOURCES POSITION DESCRIPTION

CLASS TITLE: FIRE RECRUIT TRAINEE	CLASS CODE: FR11
DEPARTMENT: Fire	PAYGRADE: 11
REPORTS TO: Deputy Fire Chief	FLSA: Non-Exempt
SUPERVISES: N/A	REVISED: 10/09/2019

PURPOSE AND SCOPE:

Under the direct supervision of the Deputy Fire Chief for Operations, participates in the Fire Recruit training program as defined by the Fire Department. Performs duties related to preparation and training for a variety of emergencies, including but not limited to, structural firefighting, emergency medicine, auto extrication, brush fires, different types or rescue, and other types of requests for service to the public. This position is designated as **Non-Essential** in the event the District's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

% Time (Total% of Essential Functions Must Equal 100%)

100% Must apply knowledge, skills, and abilities toward the successful completion of the fire school recruit training program and related requirements as assigned by the District, to include:

- Attending and participating in all* classes and assigned training activities;
- Maintaining zero* absences and exhibiting dependability throughout the training program;
- Possessing excellent interpersonal, written and verbal communication skills;
- Observing all rules, regulations, guidelines, and policies of the District Fire Department, County and/or South Carolina State Recruit School.

Exceptions to this strict requirement may be possible only on an extremely rare and limited basis in an emergent situation, at the discretion of and with approval from the Deputy Fire Chief for Operations or designee, and in accordance with documented requirements of the Recruit School. Inability of the individual to successfully complete the training program for any reason will result in termination of employment.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Maintains cleanliness of Fire Stations and training areas.
- Cleans and maintains firefighting equipment.
- Maintains cleanliness of uniforms and issued personal protective equipment.

- Performs other duties as required.

EQUIPMENT:

Machinery/equipment used to perform Firefighter functions, i.e., personal protective equipment, SCBA, firefighting hose, hose nozzles, smoke ejector, gas powered tools and fans, gas/diesel powered generators and tools, axes, pry bars, ladders of varying lengths, pike poles, shovels, chisels, crow bars, saws, hydrants, electronic monitoring equipment, handheld and mobile radios, emergency medical equipment, AED, extrication tools, firefighting apparatus, telephone, computers, training materials, maps, and many other equipment or supplies necessary for emergency situations.

WORKING CONDITIONS:

Working inside and outside in extreme /varying weather conditions . Subject to extreme heat or temperature sufficiently high to cause marked bodily discomfort. Subject to temperature changes- variations in temperature, which accompany extreme, heat and are sufficiently marked and abrupt to cause bodily reactions. Subject to wet and humid conditions- contact with water or other liquids and atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. Subject to atmospheric conditions- one or more of the following conditions may affect the respiratory system or the skin. FUMES, ODORS , DUSTS, MISTS, GASES, or POOR VENTILATION. Subject to high levels of noise and vibration either constant or intermittent. subject to placement in mentally stressful situations. Working in confined spaces, such as storm sewers or working in high places, such as ladders.

PHYSICAL DEMANDS CATEGORY:

VERY HEAVY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting over 100 lbs. , frequent lifts over 50 lbs., constant lifts over 20 lbs., and a MET level over 7.5.

PHYSICAL JOB DEMANDS:

IMPORTANT: *All JIPSD Fire Protection employees and candidates for JIPSD Fire Protection job offers must, on an annual basis, be able to successfully complete and pass JIPSD's Job-Related Physical Agility Test (JRPAT). All offers for JIPSD Fire Protection positions are contingent upon, (among other pre-employment requirements), the successful completion and passing of JIPSD's JRPAT.*

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing				X	
Walking				X	
Lifting			75 - 150#		
Carrying			75 - 150#		
Push/Pull		175#	75#		
Climbing			X		
Balancing			X		
Bending			X		

Kneeling			X		
Crawling			X		
Reaching			X		
Handling				X	
Squatting			X		
Sitting			X		

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to carry out complex oral and written instructions.
- Ability to perform well under stressful situations.
- Ability to perform difficult tasks requiring strenuous physical exertion and to exert in excess of 100 pounds of force.
- Establish effective working relationships with colleagues , supervisors , and instructors .
- Ability to successfully complete each course in the training program. Failed courses will result in removal from the program.
- Ability to complete the training program without a single absence. One or more missed days will result in removal from the program.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:


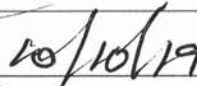

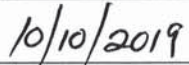
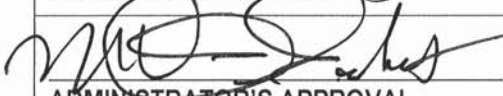

- Must be at least 18 years of age;
- Must have a High School Diploma or GED.
- Must possess a valid SC driver's license (or ability to obtain one prior to appointment).

All internal and/or external candidates for this temporary trainee opportunity who have successfully moved to the interview/testing phase of the selection process must take and achieve a **passing score of 70% or greater** on the written National Firefighter Selection Inventory - NFSI by 1/0 Solutions, (<http://www.iosolutions.org/ProductsandServices/OTS/NationalFirefighterSelectionInventory.aspx>), as scheduled and administered by the JIPSD Fire Department, in order to successfully move forward to the next phase in the selection process.

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a valid representation but may vary. All individuals entering this position title on or after the Revised Date above will be required to possess the requirements as specified in this document. Job performance must conform to all District policies/procedures and Fire Department SOG's. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	 Date
 Human Resources Review	 Date
 ADMINISTRATOR'S APPROVAL	 DATE

I certify that I have received a copy of this Position Description:

Employee's Name - Please Print Legibly

Employee's Signature

Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace.
We Participate in E-VERIFY.*