



CITY OF NOVI
FIREFIGHTER / PAID-ON-CALL

GENERAL SUMMARY

Under the supervision of the Director of EMS/Fire Operations or designated supervisor, responds to alarms or requests for service, acts in emergencies such as storms, medical emergencies and extinguishes fires as directed. Work involves the responsibility for the protection of life and property from fire or other threatening circumstances. Also involved is apparatus and equipment operation and maintenance as required. Because an element of danger is involved, the individual must be able to follow direction and exercise judgment in meeting emergencies. Assignments, general and special instructions are received from supervisors who will annually review work methods, performance, and attitude 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 employee in this classification may be called upon to do any or all of the following. (This is not an all-inclusive list of all of the tasks an employee may be required to perform.)

- Responds to fires, medical emergencies and related requests for service, perform such activities as laying hose, erecting ladders, driving, pump operation and similar duties according to need.

- Perform rescue work, administer first aid, and operate tools and equipment.
- Ventilate buildings, protect property against water and smoke damage.
- Perform general routine work in the maintenance of buildings, apparatus, and equipment as directed.
- Clean and service apparatus and fire equipment after use on a general maintenance basis.
- Participate in scheduled training with other Department members on apparatus equipment, tools, basic life support, firefighting evolutions, operating procedures and related subjects.
- Maintain an acceptable level of proficiency through the review of pertinent literature, training, and evaluation.
- Perform related work as required or directed.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- 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.

MINIMUM QUALIFICATIONS

- 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.

- Suitability for employment shall be based on the evaluation process established by the Novi Fire Department.
- The employee must complete their Mentoring/Probation requirements within 1 year of completing all Michigan Bureau of Fire Services Fire Fighter Training Division Fire Fighter II, Hazardous Materials Operations Certifications and State of Michigan Emergency Medical Technician license, including NIMS 100, 200, 700, & 800.
- The Director of EMS/Fire Operations will make the final determination on an applicant's suitability for this position.