

Class Title: Firefighter Recruit

BRIEF DESCRIPTION OF THE CLASSIFICATION:

The Firefighter Recruit is responsible for learning and demonstrating proficiency in a broad range of subjects including, but not limited to, firefighting, emergency medical services, technical rescue, and hazardous materials response. The Firefighter Recruit also participates in a physical fitness regimen during the academy or training period.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Acquires knowledge of fire and emergency medical service (if applicable), to become a member of Norfolk Fire-Rescue by participating and successfully completing certification courses determined by the Commonwealth of Virginia, NFR Training, NFR Administration, course Medical Director and all testing and additional certification elements of the Tidewater Regional Fire Academy.
2	M	Performs limited fire and emergency medical service functions.
3	M	Participates in physical fitness training.

CSC Adopted: October 2001, CSC Revised: June 2016; May 2018; July 2018

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	High school diploma or GED equivalent required. Degrees in Fire Science, Emergency Medical Services, or other related fields (i.e. emergency management, business administration, human resources, etc.) are preferred.
Experience	No experience necessary
Certifications and Other Requirements	<p>Valid Driver's License. Must successfully pass all entry level testing and assessments. Successful completion of medical physical examinations and maintenance of health that establish medical fitness for duty as determined by the City of Norfolk physician.</p> <p>If applicable, the following certifications may be required:</p> <p>Emergency Vehicle Operations S2 certification; Current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Basic, Emergency Medical Technician (EMT)-Advanced, Emergency Medical Technician (EMT)-Intermediate or Emergency Medical Technician (EMT)-Paramedic; Current American Heart Association certification in Basic Cardiac Life Support for Health Care Providers (CPR); Current Advanced Cardiac Life Support (ACLS) certification; Current Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Professional (PEPP) certification.</p> <p>Current sanctioning by the Operations Medical Doctor may be required.</p> <p>(Note: Individuals hired by Norfolk Fire-Rescue into this job description as a Firefighter EMT-I Recruit or Firefighter EMT-P Recruit will be granted a grace period of up to six (6) months to obtain sanctioning to practice at respective level by the City of Norfolk Medical Director).</p>
Reading	Work requires the ability to read general orders, memos, administrative orders, records, training materials and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. In addition, the ability to calculate water flow problems and medicine administration calculations is required.
Writing	Work requires the ability to write memos, evaluations, letters, inspections, training material and various reports.
Managerial	N/A
Budget Responsibility	Work requires limiting waste, caring for equipment, and maintaining inventories in a responsible manner that enables Norfolk Fire-Rescue to properly manage the annual department budget.
Supervisory / Organizational Control	N/A

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Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires the ability to interact with peers and instructors in a courteous manner which facilitates the training process.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training
Sitting	F	Computer, desk work, driving, training
Walking	F	Station and vehicle maintenance, rooftops, fire duties
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Pushing/Pulling	F	Medical equipment and supplies, fire equipment and supplies
Reaching	F	Medical equipment and supplies, fire equipment and supplies
Handling	F	Medical equipment and supplies, fire equipment and supplies
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care
Kneeling	F	Firefighting, patient care, maintenance and cleaning
Crouching	F	Firefighting, patient care, maintenance and cleaning
Crawling	F	Firefighting, patient care, maintenance and cleaning
Bending	F	Firefighting, patient care, maintenance and cleaning
Twisting	F	Firefighting, patient care, maintenance and cleaning
Climbing	F	Ladders, steps, rooftops, truck platforms
Balancing	F	On ladders, steps, rooftops, truck platforms
Vision	C	Computer, desk work, observations at fire scenes, driving
Hearing	C	Firefighters, police, dispatch, doctors/nurses, general public
Talking	C	Firefighters, police, dispatch, doctors/nurses, general public
Foot Controls	F	Driving, depressing siren switch
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oxsimetry, CIDs, electrocardiogram, angiocatheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	X
Explosives	W	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)