

RESOLUTION 26-08

A RESOLUTION AMENDING JOB DESCRIPTIONS FOR FIREFIGHTER AND VOLUNTEER FIREFIGHTER POSITIONS WITH THE CITY OF RIDGETOP.

WHEREAS, Board of Mayor and Aldermen for the City of Ridgetop wishes to amend job descriptions for firefighter and volunteer firefighter positions, and

WHEREAS, the city wishes to outline the main duties and responsibilities for each position currently held within the city;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF RIDGETOP, TENNESSEE, THAT:

SECTION 1. The job descriptions for the position of firefighter and volunteer firefighter, as each attached hereto, are hereby adopted.

SECTION 2. The city recorder is hereby instructed to record this resolution in full in the appropriate record book.

SECTION 3. This resolution is effective immediately upon its passage, the public welfare requiring.

This Resolution passed this 21st day of July, 2026.

Mayor

Attest: City Recorder

POSITION TITLE:	FIREFIGHTER
CLASSIFICATION:	Fire prevention, safety and suppression.
REPORTS TO:	Fire Chief
FLSA STATUS:	Non-exempt

Definition - The firefighter is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. The firefighter performs other duties in areas such as responding to emergency medical calls, hazardous materials incidents, rescues, searches, and other public safety functions. This person reports directly to the Chief, or Captain whichever is supervising the shift. An employee in this position performs standard suppression and prevention activities in the protection of life and property from fire under direction of full-time fire service personnel.

Essential Functions of the Job

1. Responds to the fire alarms, connects hose, holds nozzle and directs water streams.
2. Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
3. Removes persons from danger, administers first aid to injured persons.
4. Positions and climbs ladders to gain access to upper levels of buildings.
5. Performs salvage operations such as throwing covers, sweeping water and removing debris.
6. Carries charged hose line into structure for fire extinguishments.
7. Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
8. Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.
9. Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
10. Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
11. Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.
12. Performs fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating truck and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.
13. Participates in continuing training in fire prevention and suppression and related subjects.
14. Keeps ordinary records and prepares routine reports.
15. Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard fire fighting equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.
16. Provides emergency and other care to those who have succumbed to illness or injury; provides scene control and incident command as necessary; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;
17. Operates and utilized various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, anaphylaxis kit, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pac, splints, c-collars,

BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.

18. The employee will operate firefighting, rescue, and medical equipment to include; nozzles, hoses, self-contained breathing apparatus, power saws, generators, hydraulic tools, and medical life support equipment. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions. The firefighter is exposed to extreme heat, smoke, hazardous chemicals, falling materials, blood, and other dangerous and life-threatening situations. The employee performs extreme strenuous and physical labor for extended periods under some unfavorable climate conditions, frequently lifting objects weighing 50 to 100 pounds; and performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.
19. Employee must pass an annual physical agility test

Additional examples of work performed

1. Performs general maintenance work in the up-keep of fire department property: cleans and washed walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
2. May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
3. Participates in flow testing fire hydrants, which involves taking caps of hydrant and opening up hydrant and checking water flow.
4. Attends appropriate training;
5. May utilize vertical rappel rescue techniques.
6. Performs cleaning and maintenance of equipment and living quarters;
7. May operate departmental radio communications on special assignments, and receives alarms; and
8. Performs other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
2. Knowledge of geographic area of the city.
3. Knowledge of general first aid.
4. Knowledge of firefighting equipment and its intended uses.
5. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
6. Ability to learn to operate a variety of firefighting equipment.
7. Ability to learn to operate a large truck safely.
8. Ability to work under extreme weather conditions and dangerous heights.
9. Ability to understand and follow oral and written instruction.
10. Ability to establish and maintain an effective working relationship with the public and other city employees.
11. Ability to wear heavy protective clothing for extended periods of time.
12. Ability to climb ladders.
13. Ability to operate power equipment.
14. Ability to physically, mentally climb to different heights and function in close quarters.
15. Ability to establish and maintain good public relations; personal integrity. Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as a First Responder.
16. Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

17. Ability to properly apply fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to learn and apply new and changing technology, tools and equipment to perform work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.
18. Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 100 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work environment:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions.

Qualifications

1. Must have high school diploma or equivalent.
2. Must possess a valid driver's license issued by the State of Tennessee
3. Must complete basic firefighting course at State Fire School.
4. Must pass a medical examination with a licensed physician.
5. May be required to pass a drug screen by licensed physician.
6. Must be at 21 years of age.
7. Experience in firefighting work and emergency medical care.
8. Must pass a physical agility test
9. Necessary Special Qualification: A valid Drivers' License appropriate for the assignment and good driving record are required. Must be at least 21 years of age. Must have a State of Tennessee Commission on Firefighting Firefighter I certification or a Medical First Responder in the State of Tennessee or a reciprocating state at the time of application and must process the other certification within 6 months of employment. Fire Chief has authority to extent certification period if necessary.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE:	FIREFIGHTER - VOLUNTEER
CLASSIFICATION:	Fire prevention, safety and suppression.
REPORTS TO:	Fire Chief
FLSA STATUS:	Volunteer

Definition - The volunteer firefighter is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. The volunteer firefighter performs other duties in areas such as responding to emergency medical calls, hazardous materials incidents, rescues, searches, and other public safety functions. This person reports directly to the Chief, or Captain whichever is supervising the shift. A volunteer in this position performs standard suppression and prevention activities in the protection of life and property from fire under direction of full-time fire service personnel.

Essential Functions of the Job

1. Responds to the fire alarms, connects hose, holds nozzle and directs water streams.
2. Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
3. Removes persons from danger, administers first aid to injured persons.
4. Positions and climbs ladders to gain access to upper levels of buildings.
5. Performs salvage operations such as throwing covers, sweeping water and removing debris.
6. Carries charged hose line into structure for fire extinguishments.
7. Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
8. Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.
9. Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
10. Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
11. Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.
12. Performs fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating truck and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.
13. Participates in continuing training in fire prevention and suppression and related subjects.
14. Keeps ordinary records and prepares routine reports.
15. Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard fire fighting equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.
16. Provides emergency and other care to those who have succumbed to illness or injury; provides scene control and incident command as necessary; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;
17. Operates and utilized various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, anaphylaxis kit, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pac, splints, c-collars,

BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.

18. Administers drugs in accordance with the State of Tennessee and local EMS protocols.
19. The volunteer firefighter will operate firefighting, rescue, and medical equipment to include; nozzles, hoses, self-contained breathing apparatus, power saws, generators, hydraulic tools, and medical life support equipment. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions. The firefighter is exposed to extreme heat, smoke, hazardous chemicals, falling materials, blood, and other dangerous and life-threatening situations. The volunteer performs extreme strenuous and physical labor for extended periods under some unfavorable climate conditions, frequently lifting objects weighing 50 to 100 pounds; and performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

Additional examples of work performed

1. Performs general maintenance work in the upkeep of fire department property: cleans and washed walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
2. May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
3. Participates in flow testing fire hydrants, which involves taking caps of hydrant and opening up hydrant and checking water flow.
4. Attends appropriate training;
5. May utilize vertical rappel rescue techniques.
6. Performs cleaning and maintenance of equipment and living quarters;
7. May operate departmental radio communications on special assignments, and receives alarms; and
8. Performs other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
2. Knowledge of geographic area of the City.
3. Knowledge of general first aid.
4. Knowledge of firefighting equipment and its intended uses.
5. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
6. Ability to learn to operate a variety of firefighting equipment.
7. Ability to learn to operate a large truck safely.
8. Ability to work under extreme weather conditions and dangerous heights.
9. Ability to understand and follow oral and written instruction.
10. Ability to establish and maintain an effective working relationship with the public and other city employees.
11. Ability to wear heavy protective clothing for extended periods of time.
12. Ability to climb ladders.
13. Ability to operate power equipment.
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15. Ability to establish and maintain good public relations; personal integrity. Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as a First Responder.
16. Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

17. Ability to properly apply fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to learn and apply new and changing technology, tools and equipment to perform work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.
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Qualifications

1. Must have high school diploma or equivalent.
2. Must possess a valid driver's license issued by the State of Tennessee
3. Must complete basic firefighting course at State Fire School.
4. May be required to pass a medical examination by licensed physician.
5. May be required to pass a drug screen by licensed physician.
6. Must be at 21 years of age.
7. Experience in firefighting work and emergency medical care.
8. Necessary Special Qualification: A valid Drivers' License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must attend a State of Tennessee Commission on Firefighting Firefighter I class within 3 years of joining the department.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date