



Office of Bedford County Human Resource, 1 Public Square Courthouse,
Suite 101, Bedford County Mayor's Office, Shelbyville, TN 37160

Bedford County Fire and Rescue Department

Firefighter

Definition

The primary function of a Bedford County Firefighter is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within Bedford County Fire Department's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. An employee in this classification performs the duties of other employees in the Bedford County Fire Department when so assigned.

Essential Functions

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Responds to fire alarms and extinguishes fire;
- Responds to calls for emergency medical services,
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris;
- Responds to and renders assistance in emergency cases;
- Cleans and inspects equipment and apparatus after returning from a fire;
- Inspects equipment and apparatus and notifies superior officer of any defects;
- Makes repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;
- Keeps fire station, equipment and grounds in a clean and orderly condition;
- Participates in training activities and instruction sessions;



- Acquires and retains a thorough knowledge of the County, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information or education tasks;
- Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems;
- Performs all work duties and activities in accordance with County policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows County Fire Departments wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the County Fire Departments Safety Handbook.

Other Duties and Responsibilities:

- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues;
- May respond to non-emergency calls for infant car seat installations, complaints, fire prevention demos, etc.;
- Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

Knowledge, Skills & Abilities

Knowledge of:

- The geography of the County of Bedford and surrounding areas, (or the ability to quickly learn this information), including the streets and roads, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Specialized fire fighting vehicles and equipment;
- Current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- Emergency Medical First Responder techniques and related medical equipment;
- Basic mathematical and science skills;
- Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures;
- Computers and related software.



Ability to:

- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Successfully meet the Bedford County Fire Department's requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under extremely stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees.

The work is performed under the direct supervision of a Fire Captain.

Minimum Qualifications

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must have completed the basic vehicle extrication course, the basic live fire fighting (ROOKIE SCHOOL) course at the Tennessee State Fire & Codes Academy, and the EVOC driver training course, and the Bedford County EMS first responder course or its equivalent, or agree to take the course and pass within 1 year of the date he /she was hired.
- Must take a written test and an agility test before becoming employed by BCFD.



Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in fire fighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

- *Bedford County is an Equal Opportunity Employer*

*Application Deadline: All applications must be submitted by April 21, 2017. Please visit www.bedfordcountyttn.org to print the employment application. Or pick up from HR Director at the Mayor's office. Printed applications may be mailed or delivered to:
HR Department- Attn. Anita Epperson 1 Public Square, Suite 101 - Bedford Co. Mayor's Office
Shelbyville, TN 37160 Between the hours of 8-4, Mon. – Fri. Applications taken until position is filled*