



## JOB DESCRIPTIONS SOG

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

### PURPOSE

Employment with the Stoney Point Fire Department Inc. (SPFD) is an opportunity for public service. It confers no special rights or privileges, but it does impose certain responsibilities and duties. The SPFD expects from all of its employees honesty, fairness, reliability, diligence, discipline and appropriate skills for the tasks assigned.

Policy Number  
**7A.012**  
Page 1 of 3

### GUIDELINES

#### **FIREFIGHTER I**

##### **General Definition of Work:**

Performs intermediate protective service work in fire suppression and related tasks as required. Work is performed under regular supervision.

##### **Typical Tasks:**

- Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations
- Performs cleanup and overhaul work
- Assists in maintaining fire apparatus and equipment and cleaning fire station and grounds
- Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes
- Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment
- Shuts off gas and electrical service to building
- May serve as relief driver



- 
- Provides emergency medical services;
  - Distinguishes between principal types of building construction and the fire behaviors expected of each type of building construction
  - Prepares and submits required reports
  - May be required to conduct station tours for the public, school, and community demonstrations and programs
  - Assists in conducting preplanning studies
  - May be assigned to a special area or project as necessary;
  - Performs other firefighting and related emergency tasks consistent with appropriate NFPA standard for position
  - Performs related tasks as required

**Knowledge, Skills and Abilities:**

General knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of fire prevention and pre-planning strategies and techniques; general knowledge of emergency medical techniques and procedures; general knowledge of technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the County and City; general knowledge of hazardous materials and accident extrication principles and techniques; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the general public; possession of mechanical aptitude; physical endurance and agility.

**Policy Number**  
**7A.012**  
**Page 2 of 3**

**Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and some firefighting experience.

**Special Requirements:**

Possession of a valid appropriate driver's license and issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**FIREFIGHTER II**

**General Definition of Work:**

Performs intermediate protective service work in fire suppression or specialized area of the Fire Department; does related work as required.

Work is performed under regular supervision.



**Typical Tasks:**

- Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations.
- Performs cleanup and overhaul work
- Assists in maintaining fire apparatus and equipment and cleaning fire station grounds;
- Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes
- Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment
- Drives fire apparatus to scene and prepares for pumping operation by ensuring proper hose connection to hydrant
- Operates pumping equipment at designated pressure; ensures proper hose location
- Observes pumps during operation and makes necessary adjustments or changes
- Coordinates apparatus and vehicle maintenance and repairs maintains equipment and apparatus
- Designs and prepares for printing a variety of fire safety education materials; manages the department's smoke detector program;
- Speaks with groups on fire prevention
- Participates in special projects as assigned
- Purchases goods and materials for department; maintains appropriate records
- prepares required reports
- Acts as Fire Captain when required
- May be assigned to a special area or project as necessary
- Performs other firefighting and related emergency tasks consistent with appropriate NFPA standard for position
- Performs related tasks as required.

**Policy Number**

**7A.012**

**Page 3 of 3**

**Knowledge, Skills and Abilities:**

General knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of fire prevention and pre-planning strategies and techniques; general knowledge of emergency medical techniques and procedures; general knowledge of technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the County and City; general knowledge of hazardous materials and accident extrication principles and techniques; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the general public; possession of mechanical aptitude; physical endurance and agility.

**Education and Experience:**



---

Any combination of education and experience equivalent to graduation from high school and extensive firefighting experience.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**FIRE APPARATUS DRIVER / OPERATOR**

**General Definition of Work:**

Performs difficult protective service work in driving fire apparatus and in the operation of pumps and fire suppression equipment; does related work as required.

Work is performed under regular supervision.

**Typical Tasks:**

- Responds to alarms, drives assigned apparatus to required location;
- Operates pumps and apparatus at fire scene; regulates water pressure to insure required pressure at the nozzle;
- Assists in fire suppression including rescue, entry, ventilating and salvage work;
- Assumes primary responsibility for the servicing and maintenance of fire equipment;
- Assists in maintaining fire apparatus and equipment, and cleaning fire station and grounds;
- Instructs other fire personnel in operation and care of fire equipment;
- Participates in continuing training and instruction program by individual technical study and attendance at scheduled drills and classes;
- May supervise firefighters in the absence of company officer;
- May be assigned to a special area or project as necessary; performs related tasks as required.

**Policy Number**

**7A.012**

**Page 4 of 3**

**Knowledge, Skills and Abilities:**

General knowledge of firefighting techniques, procedures and mechanics as applied to fire suppression; general knowledge of the principles of hydraulics applied to fire suppression;



---

thorough knowledge of the street system, major buildings and physical layout of the County and City; thorough knowledge of the operation and maintenance of firefighting equipment and apparatus and ability to operate such equipment and apparatus safely and effectively; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the public; ability to keep basic records and prepare reports; possession of mechanical aptitude; physical endurance and agility.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and extensive experience in firefighting supplemented by State training in fire suppression and pump operation.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**Policy Number**  
**7A.012**  
**Page 5 of 3**

**Fire Lieutenant**

**General Definition of Work:**

Performs difficult protective service directing and supervising a fire company or performing specialized work in the Fire Department; does related work as required.

Work is performed under regular supervision. Supervision is exercised over fire company on an assigned shift in the absence of the Fire Captain.

**Typical Tasks:**

**General Definition of Work:**

Performs difficult protective service directing and supervising a fire company or performing specialized work in the Fire Department; does related work as required.

Work is performed under regular supervision. Supervision is exercised over fire company on an assigned shift.

**Typical Tasks:**



- 
- Responds to fire alarms, as company commander directs the work of fire suppression personnel
  - Instructs subordinate fire personnel in work assignment and procedures
  - Supervises and participates in the work of extinguishing fires and the performance of related life and property protection
  - Directs the activities of fire company in the training in all phases of firefighting and rescue
  - Oversees the daily functions within a fire station; ensures adequate inventory of necessary equipment is on hand
  - Supervises and conducts hydrant testing, hose testing, apparatus and pump testing
  - Initiates pre-fire planning programs
  - Supervises maintenance and testing of apparatus and equipment
  - Instructs in training programs and skills; sets up training classes
  - Keeps records and makes operational and personnel reports; evaluates work of subordinates
  - Performs related tasks as required.

**Knowledge, Skills and Abilities:**

General knowledge of the principles and practices of fire suppression, prevention and emergency medical activities; general knowledge of departmental rules and regulations; general knowledge in the operation and maintenance of apparatus and equipment; general knowledge of fire prevention methods and ordinances and stated laws relating to fire prevention methods; general knowledge of supervisory principles and practices; ability to program activities and implement same; ability to establish and maintain effective working relationships; ability to effectively supervise others at fires and other emergencies.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in fire science or related field and extensive experience in firefighting.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**Policy Number**

**7A.012**

**Page 6 of 3**



## **Fire Captain**

### **General Definition of Work:**

Performs difficult protective service directing and supervising a fire company or performing specialized work in the Fire Department; does related work as required.

Work is performed under regular supervision. Supervision is exercised over fire company on an assigned shift.

### **Typical Tasks:**

- Responds to fire alarms, as company commander directs the work of fire suppression personnel
- Instructs subordinate fire personnel in work assignment and procedures
- Supervises and participates in the work of extinguishing fires and the performance of related life and property protection
- Directs the activities of fire company in the training in all phases of firefighting and rescue
- Oversees the daily functions within a fire station; ensures adequate inventory of necessary equipment is on hand
- Supervises and conducts hydrant testing, hose testing, apparatus and pump testing
- Initiates pre-fire planning programs
- Supervises maintenance and testing of apparatus and equipment
- Instructs in training programs and skills; sets up training classes
- Keeps records and makes operational and personnel reports; evaluates work of subordinates
- Performs related tasks as required.

**Policy Number**

**7A.012**

**Page 7 of 3**

### **Knowledge, Skills and Abilities:**

General knowledge of the principles and practices of fire suppression, prevention and emergency medical activities; general knowledge of departmental rules and regulations; general knowledge in the operation and maintenance of apparatus and equipment; general knowledge of fire prevention methods and ordinances and stated laws relating to fire prevention methods; general knowledge of supervisory principles and practices; ability to program activities and implement same; ability to establish and maintain effective working relationships; ability to effectively supervise others at fires and other emergencies.

### **Education and Experience:**



Any combination of education and experience equivalent to graduation from an accredited community college with major course work in fire science or related field and extensive experience in firefighting.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**FIRE TRAINING OFFICER**

**General Definition of Work:**

Performs difficult protective services and responsible administrative work in the development and administration of training programs in the Fire Department; does related work as required.

Work is performed under regular supervision. Supervision is exercised over subordinate protective service personnel during instruction.

**Typical Tasks:**

- Develops the training policies, goals and objectives of the department
- Identifies training needs, prepares and evaluates programs
- Develops schedules and conducts recruit and in-service training
- Responds to all multi-alarm fires to observe safety and operational practices for use in assessing training needs
- Visits fire stations to observe instructional techniques of company officers, suggesting alternative approaches as appropriate
- Selects, requisitions and distributes study texts
- Maintains training records and prepares reports
- Participates in evaluation of candidates for promotion
- Maintains training records and prepares reports
- Maintains latest up-to-date materials concerning training and extinguishing methods to be available to all Fire Department personnel
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, practices and techniques of fire suppression and prevention; thorough knowledge of departmental rules and regulations; thorough knowledge of operations and maintenance of apparatus and equipment; thorough knowledge of the principles and practices of educational methods of teaching and the use and care of audiovisual equipment; ability to evaluate the effectiveness of the training program and recommend

**Policy Number**  
**7A.012**  
**Page 8 of 3**





---

changes to improve the activities program; ability to reduce relatively complex ideas into easily understood presentations; ability to establish and maintain effective working relationships with fire, school and other County and City Officials.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and extensive experience in fire suppression and/or prevention.

**FIRE CHIEF**

**General Definition of Work:**

Performs difficult protective service and intermediate administrative work supervising the activities of fire suppression forces on an assigned shift within an assigned district; does related work as required.

Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

**Typical Tasks:**

- Assists Assistant Fire Chiefs in planning and directing the activities of the fire companies
- Responds to alarms and directs firefighting operations of all fire companies at the scene
- Ensures the proper condition and appearance of equipment, substations and personnel
- Supervises and reviews job performance evaluations for all personnel within district; develops fire protection contracts with neighboring companies
- Helps plan and develop improved operating methods and procedures
- Monitors MBO objectives, training reports, leave usage, holiday and vacation status of assigned staff
- Assigns engine companies to tasks and activities
- Prepares schedules and maintains records for assigned personnel
- Prepares reports as required
- Recommends changes in response patterns and running codes
- Assists in administering training programs/activities as prescribed by the training officer
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of fire suppression and prevention; thorough knowledge of departmental rules and regulations; thorough knowledge in operation

**Policy Number**  
**7A.012**  
**Page 9 of 3**



---

and maintenance of apparatus and equipment; thorough knowledge of supervisory principles and practices; ability to program activities and implement same; ability to establish and maintain effective working relationships with superiors; ability to effectively supervise others at fires and other emergencies; ability to train firefighters in basic firefighting skills; possession of physical endurance and agility.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in fire science or related field and extensive experience in fire suppression including considerable supervisory experience.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**Policy Number**  
**7A.012**  
**Page 10 of 3**

**DEPUTY FIRE CHIEF**

**General Definition of Work:**

Performs difficult professional and administrative work assisting in directing the full activities of a major bureau or division of the fire department; does related work as required.

Work is performed under general supervision. Supervision is exercised over all bureau or division personnel.

**Typical Tasks:**

- Plans, coordinates, directs and reviews activities of personnel performing fire prevention and suppression services
- Makes recommendations for the establishment and maintenance of an adequate fire defense
- Reviews, formulates, recommends and enforces departmental operating policies and procedures
- Directs the fire prevention and fire education program
- Enforces the Fire Code; directs the inspection of commercial structures for compliance with code
- Reviews and approves plans and zoning request for fire code compliance



- 
- Oversees fire safety information and education and fire prevention programs;
  - Reviews and prepares reports on activities
  - Oversees personnel administration including recruitment, selection, promotion, discipline
  - Performance evaluations, etc.
  - Prepares reports for officials, state and national organizations
  - Coordinates work with other departments
  - Helps prepare and administer the department budget and monitor expenditures
  - Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of fire administration, including organization, staffing ,financing, equipment management and maintenance, records and reports, thorough knowledge of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout and review the activities of personnel and to maintain discipline; ability to exercise judgment in emergencies; ability to analyze the effectiveness of firefighting organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain effective working relationships with subordinates, other officials and the public.

**Policy Number**  
**7A.012**  
**Page 11 of 3**

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in fire science, public administration or related field and extensive experience of a wide and progressively responsible nature in the fire or emergency medical service.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**ASSISTANT FIRE CHIEF**

**General Definition of Work:**

Performs difficult professional and administrative work assisting in directing the full activities of a major bureau or division of the fire department; does related work as required.



Work is performed under general supervision. Supervision is exercised over all bureau or division personnel.

**Typical Tasks:**

- Plans, coordinates, directs and reviews activities of personnel performing fire prevention and
- suppression services
- Makes recommendations for the establishment and maintenance of an adequate fire defense
- Reviews, formulates, recommends and enforces departmental operating policies and procedures
- Directs the fire prevention and fire education program
- Enforces the Fire Code; directs the inspection of commercial structures for compliance with code
- Reviews and approves plans and zoning request for fire code compliance
- Oversees fire safety information and education and fire prevention programs;
- Reviews and prepares reports on activities
- Oversees personnel administration including recruitment, selection, promotion, discipline
- performance evaluations, etc.
- Prepares reports for officials, state and national organizations
- Coordinates work with other departments
- Helps prepare and administer the department budget and monitor expenditures
- Performs related tasks as required.

**Policy Number****7A.012****Page 12 of 3****Knowledge, Skills and Abilities:**

Thorough knowledge of fire administration, including organization, staffing ,financing, equipment management and maintenance, records and reports, thorough knowledge of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout and review the activities of personnel and to maintain discipline; ability to exercise judgment in emergencies; ability to analyze the effectiveness of firefighting organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain effective working relationships with subordinates, other officials and the public.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited

---



---

college or university with major work in fire science, public administration or related field and extensive experience of a wide and progressively responsible nature in the fire or emergency medical service.

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Must meet and maintain minimum qualifications for position as established by the department.

**CLERK TO THE BOARD****General Definition of Work:**

The Clerk to the Board also known as the "Administrative Assistant" is appointed by and serves at the will of the Board of Directors. No person shall be appointed "Clerk to the Board" unless that person is qualified and well versed with administrative procedures, outlined below. The position also supports the fire chief with administrative and human resources functions. Performs other specialized functions in support of the overall Fire Department mission and goals.

**Typical Tasks:**

- Prepares meeting materials and information packets for Board Members and others, prepares notices and abstracts for posting and assists the secretary as needed with the preparation of minutes and associated duties.
- Manages the record keeping system of Board documents; updates index of records and provides long term storage. Also maintains other and related Fire Department records.
- Makes tax receipt deposits and maintains the financial records and documentation of the corporation. Prepares monthly payrolls and insures all corporate taxes and financial obligations are met in a timely and prudent matter. Works closely with the appointed treasurers and keeps the Quicken Financial Records up-to-date and backed up.

**Policy Number****7A.012****Page 13 of 3**



- 
- Maintains the Fire Department Active Rosters and submits names of active members to the North Carolina State Firemen's Association, North Carolina Firemen's & Rescue Squad Pension Fund and the North Carolina Association of Rescue and EMS complying with all listed suspense dates.
  - Orders department supplies and fuel as necessary and maintains associated logs.
  - Maintains the Community Service Administrative Requirements by submitting all required reports and logs on community service workers assigned to Stoney Point and maintains associated files.
  - Practices professional and courtesy telephone etiquette along with inter personal communications skills.
  - Stays current with all fire department related administrative requirements and maintains a general knowledge with other fire related agencies within the county as well as the North Carolina Office of the State Fire Marshal.
  - Enters NFIRS data into the Firehouse Management Program and produces required reports on a timely manner.
  - Maintains personnel, training, medical and related files and safeguards the same.
  - Maintains a general and update knowledge of all North Carolina and Federal Workers and Employment Laws and assists the Fire Chief with all Human Resources Duties as needed and required.
  - Assists the Auxiliary as needed.

**Policy Number**  
**7A.012**  
**Page 14 of 3**

**Knowledge, Skills and Abilities:**

The position is also known as the Administrative Assistant and performs a variety of clerical and administrative support functions to the Board of Directors. Also supports the Fire Chief with



---

administrative and human resources functions. Performs other specialized functions in support of the Fire Department.

**Education and Experience:**

High School Diploma, or equivalent, and five (5) year's clerical, secretarial and book keeping experience that includes work in the public/private sector, or an equivalent combination of education and experience;

**Special Requirements:**

Possession of a valid appropriate driver's license issued by the State of North Carolina.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public, board officials, or employees of the organization.

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Knowledge of principles of record keeping, personnel and incident files and records management; business and personal computers, and business office software applications such as Windows, Excel, Word, Adobe Acrobat, and Outlook.

Plan, prioritize and carry out assignments with minimum supervision; manage complex calendars and assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

Typing of 35+ words per minute is desirable

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

**Policy Number**  
**7A.012**  
**Page 15 of 3**



Programs

## Standard Operating Guidelines (SOG)

---

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**Policy Number**

**7A.012**

**Page 16 of 3**