



<b>DATE</b>	September 9, 2005
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

**JOB TITLE:** FIRE SUB-APPARATUS OPERATOR *(could also be called Sub-Apparatus Officer)*  
**DEPARTMENT/DIVISION:** FIRE  
**REPORTS TO:** CAPTAIN

**SUMMARY:** Performs a variety of technical tasks in fire suppression, rescue, emergency medical services, prevention, investigation, administrative and other special assignments. Also, complete all duties of an Apparatus Operator as needed.

**POSSIBLE ADDITIONAL ASSIGNMENTS WITHIN THIS RANK INCLUDE:**  
 Paramedic, Fire Inspector, Fire investigator, Support Services Specialist, or Public Education Coordinator.

**ESSENTIAL JOB FUNCTIONS:**

- Drives various fire apparatus in absence of Apparatus Driver to incident scenes, to fire alarms, emergency medical calls and other emergency calls
- Operates numerous types of rescue, salvage, emergency and fire suppression equipment as necessary
- May be responsible, in the absence of Apparatus Operator, for overall maintenance of all assigned apparatus to include all equipment on board, including maintaining proper stock of supplies on apparatus
- Responds to fire alarms, emergency medical service calls and other emergency calls
- Performs fire fighting operations including deploying and operating hoses, pumping apparatus, directing water streams or other chemicals and raising and climbing unsupported ladders including ground and aerial of up to 100 feet
- Performs search and rescue for trapped or injured persons to include swift water rescue work with and without use of boat
- Administers first aid and emergency medical services to injured persons to level authorized by Emergency Medical Technician (EMT) or Paramedic certification
- Communicates with dispatch and command personnel through the use of specialized communications equipment such as two way radio systems, data link in stations to administration and dispatch
- Works shift schedules including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties
- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts (heavy objects weighing up to and exceeding 150 lbs., including human bodies and hoses), carries, drags and operates assigned equipment, vehicles while performing fire prevention and suppression duties
- With assistance, advances charged and flowing fire hoses discharging up to 250 gpm at 100 psi spray or fog or 50 psi straight bore tip pressure
- With assistance, places patients on an ambulance gurney, lifts gurney, may carry gurney some distance, including up/down ladders, and over rough terrain; places in ambulance

with assistance of other personnel

- Works in areas where movement is restricted such as rescue from wrecked automobiles, underground excavations, structure collapse, etc.
- Listens for victims at fire and accident scenes, communications from other firefighters and superiors, etc
- Wears full protective clothing and self-contained breathing apparatus, and must function fully in this limiting and heavy attire
- Is exposed to harsh weather, poor or no lighting, exposure to hazardous chemicals, fire and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, natural and man made disasters, etc.
- Is exposed to human body fluids, infectious diseases, victims of fire and accident scenes, bodies recovered from fire and accident scenes, etc.
- Interprets and explains city and department policies and procedures for the public
- Works under stress and uses good judgment in emergency situations
- Prepares and maintains records regarding status of hydrant maintenance
- Cleans and maintains station facilities, grounds, equipment, apparatus and hydrants
- Establishes and maintains cooperative working relationships
- Tactfully responds to requests and inquires from the general public, other department personnel, and other City employees
- Communicates clearly and concisely, both orally and in writing
- Resolves a variety of situations characterized by conflict or danger
- Conducts prefire planning and prepares reports regarding hazardous materials, emergency incidents and building surveys

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Firefighters on shift.

#### **WORKING CONDITIONS:**

- Operates numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams, come-a-long, air chisel, air bags, ropes and pulleys
- Operates firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers
- Operates power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates personal computer, including data input and extraction
- May perform duties of higher classification in an acting capacity as needed
- Participates on department committees and attends staff meetings as required
- Assists in designating staff assignments
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned area
- Assists in providing public fire education and fire station tours
- Presents information regarding fire safety to students
- Assists in developing and presenting a variety of training programs relative to fire suppression and prevention activities and operations and hazardous materials handling
- May participate in scheduling the training activities for an entire shift

- Must learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities
- Uses department computer equipment to review records, inquire about activities and programs and input a various data
- Assists in coordinating and overseeing the maintenance and repair of all assigned departmental equipment and supplies
- Inspects equipment regularly; maintains appropriate inventory levels of supplies and materials; distributes city garbage bags to the public as requested
- Participates in a variety of fire prevention and suppression activities and programs including training, fire investigations, code enforcement, overview of the fire scene, salvage, forcible entry, and equipment operation and maintenance
- May assist with the maintenance of the computer aided dispatch and records system
- Conducts staff meetings as necessary; interacts with and provides information to the media as necessary
- Advises Explorer Post/Cadets regarding fire suppression and prevention
- Performs related duties as assigned

**EQUIPMENT:**

- Operates numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams, come-a-long, air chisel, air bags, ropes and pulleys
- Operates firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers
- Operates power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates departmental computer equipment to input and extract data

**OTHER IMPORTANT DUTIES:**

- May perform duties of higher classification in an acting capacity as needed
- Participates on department committees and attends staff meetings as required
- Assists in providing public fire education
- Provides fire station tours; presents information to students at local schools
- Paints fire hydrants in an assigned area
- Assists in developing and presenting a variety of training programs relative to fire suppression and prevention activities and operations and hazardous materials handling
- Must learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities to ensure expeditious response times.
- Operates departmental computer equipment to review records, inquire about activities and programs and input various data
- Distributes city garbage bags to the public as requested
- Assists with fire investigations as assigned
- Attends scheduled training to maintain minimum required certification through continuing education as required by the Texas State Fire Protection Commission
- Advises Explorer Post/Cadets regarding fire suppression and prevention
- Performs related duties as assigned

### **TRAINING, KNOWLEDGE, SKILLS AND CERTIFICATION:**

- Knowledge of fire suppression and prevention principles and practices, and emergency medical services
- Skill in the operation of various fire apparatus to include proper transportation and application at the fire scene
- Knowledge of apparatus emergency operating procedures as outlined by manufacturer and by City of Carrollton Standard Operating Procedures
- Knowledge of specialized communication equipment
- Knowledge of operational characteristics, services and activities of a comprehensive fire suppression program
- Knowledge of technical aspects of fire prevention and suppression including operation of fire hydrants, use of ladders, use of water and various chemicals to suppress fire, salvage and rescue operations
- Knowledge of procedures and techniques involved in responding to and handling incidents involving hazardous materials
- Knowledge of pertinent Federal, State and local laws, codes and regulations
- Exercises sound judgment and rational thinking under dangerous circumstances
- Evaluates various options and alternatives and chooses an appropriate and reasonable course of action
- Working knowledge of chemistry and hazardous materials
- Skill in calculating engine pressures and friction losses of fire hose using mathematics and physics
- Skill in operating two-way radio equipment
- Skill in driving and operating various apparatus
- Must obtain Paramedic certification upon request and subsequently perform all essential functions of that assignment
- Must obtain any and all certifications for all possible assignments and subsequently perform all essential functions of an assignment when assigned.

### **QUALIFICATIONS FOR POSITION:**

- Two years experience in next lower classification
- Must be on a certified and current eligibility list in accordance with Chapter 143 of the State Civil Service Statute and City of Carrollton Local Rules
- Must possess and maintain a valid Texas class C driver's license and meet all City policies regarding insurability; must pass MVR check
- Must pass physical examination prior to promotion into this rank
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment