

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

Public Safety Officer I

Supervised By: Reports to the Shift Sergeant.

Supervises: None.

FLSA: Non-exempt

Position Summary:

Under general supervision of the Public Safety Shift Sergeant protects life and property through fire suppression and prevention activities, In addition, may conduct fire inspections and emergency medical response. Maintains equipment in the state of readiness.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Extinguishes uncontrolled fires in residential, commercial and industrial facilities.
2. Operates large emergency vehicles during both daytime and nighttime hours, in emergency situations involving speeds in excess of posted speed limits while exercising due care and caution in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions, such as fog, smoke, rain, ice and snow or any other condition reducing the operators ability to safely operate the emergency vehicle.
3. Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing fire suppression, search and rescue, ventilation, extrication, and other fire and rescue related activities.
4. Climbs over obstacles, climbs through openings, uses ladders to gain access to or egress from elevated surfaces, and crawls in confined spaces to investigate and/or perform rescue.
5. Communicates effectively over fire service radio channels while initiating and responding to radio communications under adverse conditions such as siren usage and high speed vehicle operations.
6. Enters and exits fire apparatus quickly in response to an emergency call and performs rescue and fire suppression activities.
7. Renders emergency medical assistance to sick and injured persons. (If licensed as a Michigan Medical First Responder or higher)

8. Reads and comprehends rules, regulations, policies, procedures, fire codes and other appropriate resource material for the purposes of appropriate behavior/response.
9. May conduct inspections of industrial, commercial, and residential occupancies for the purpose of identifying and abating fire hazards.
10. Conducts public fire education activities such as informational talks to groups, open houses, and school tours.
11. Participates in training functions.
12. Participates in Public Relations activities (i.e. Crusade for Toys, Fire Prevention Week Open House and others).
13. Maintains fire equipment and personal protective equipment in a state of readiness.
14. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.

Supplemental Job Functions:

1. Participates in housekeeping duties maintaining the Public Safety station.
2. Participates in maintenance of fire related record keeping.
3. Assists in data entry capacities where appropriate.
4. Washes and waxes various apparatus and vehicles as necessary.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Minimum High school diploma or equivalent
2. Minimum certification as a Firefighter I, in accordance with the standards established by the Michigan Fire Fighters Training Council.
3. Certification as a Michigan Medical First Responder (MFR) or higher.
4. Ability to comprehend and complete tasks based on verbal and written directions.
5. Ability to anticipate actions based on training and experience and take appropriate actions to mitigate hazardous situations.

6. Ability to work under high pressure situations.
7. Ability to safely lift heavy equipment, alone or with assistance.
8. Ability to work in close environments.
9. Ability to work independently.
10. Ability to climb ladders and work at heights up to and including 100 feet or more.
11. Mechanical abilities to operate a fire apparatus and related equipment: fire suppression, search and rescue, extrication, over haul, (tarps), and all other equipment.
12. Ability to communicate both orally and in writing to superior officers and the general public, in the form of presentations, tours and written reports.
13. Must be able to safely operate large fire apparatus and successfully pass the fire apparatus driving course recognized by the Michigan Firefighter's Training Council.
14. Valid Michigan operator's license
15. Performs all other related duties as assigned.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Extreme temperatures, heavy smoke conditions, chemical, physical and mechanical hazards (5 percent of work time). Adherence to safety precautions; use of personal protective equipment, and use of universal precautions that will minimize hazards.
2. Medical emergencies to assist in the care of sick and injured persons.