

JOB DESCRIPTION

FIRE SERGEANT

Shall be appointed by recommendation (following testing and interviewing) of a selection committee made up of the Chief, Assistant Chief, and Battalion Chief and Captain of his Station.

The rank of Sergeant is next below that of Lieutenant.

Shall act in the capacity of a junior officer and shall cooperate with and assist the superior officers, both at the station and at the scene of alarms, in coordinating and carrying out required duties.

In the absence of a ranking officer, it shall be the duty of Sergeant to assume responsibilities of command officer, but no change in regular routine shall be made, except with the knowledge and consent of superior officers in rank.

They shall perform other duties as may be prescribed by their superior officers.

ADMINISTRATIVE

1. They shall have a thorough knowledge of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department.
2. It shall be the responsibility of the Sergeant, at each station, to assure that the turnout gear for all firefighters is maintained in good repair and cleaned regularly.
3. They shall perform a weekly inspection of all turnout gear for active firefighters. The inspection shall be documented on a form approved by the Chief and shall be kept on file for a period of one year.
4. They shall assure that all turnout gear is laundered as needed but not less than one time every three months.
5. They shall assure that there is a sufficient amount of cleaning supplies on hand at all times.
6. They shall maintain a supply of extra gear at each station to be used during the time that a firefighters gear is being laundered or repaired.
7. They shall make arrangements for repairs on all turnout gear as needed.
8. They shall work with the purchasing officer to replace lost or worn gear.
9. They shall mark all new gear with the date placed in service and the size of the garments.
10. They shall periodically review the supply of spare gear and make recommendations to the purchasing officer as needed.
11. It shall be the duty of the Sergeant to inspect the station and contents for health and safety concerns monthly, and cause corrections to be made or recommendations to the station Battalion Chief.

QUALIFICATIONS

Shall have a minimum of one (1) years experience in the fire service.

Shall have completed National Fire Academy certification for Fire Fighter I&II.

Shall have a sufficient knowledge of the Incident Command System.

