

**City of Centerville  
Job Description**

**Job Title: Sergeant**  
**FLSA Status: Non-Exempt**  
**Reports to: Assistant Fire Chief**  
**Revision Date: 06/2014**

**Department: Fire**  
**Pay Scale: Public Safety**  
**Grade/Step: 12/1**

**JOB SUMMARY:**

This position is responsible for protecting lives and property endangered by fire and other emergency situations. A sergeant is also responsible for a crew of firefighters and the day to day activities of assigned personnel and apparatus.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are **representative** of the work required for this job. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Responds to fires and performs fire suppression activities utilizing firefighting equipment and techniques, including nozzle operation, fire stream direction, and building ventilation.
- Performs rescue, salvage, and overhaul operations.
- Administers emergency medical care.
- Establishes command and operates within NIMS guidelines when necessary.
- Supervises the activities of assigned personnel during both emergency and non-emergency situations while on duty.
- Leads assigned personnel in the participation of a physical fitness program.
- Leads and participates in training, fire drills, and mock disasters, including set-up and evacuation, both on and off shift.
- Inspects assigned apparatus and equipment; performs routine maintenance on the same.
- Safely operates emergency vehicles including all of their features and capabilities; also safely operates all equipment found on said vehicles.
- Maintains fire hydrants within the City of Centerville.
- Performs building maintenance, housekeeping, and grounds maintenance duties.
- Conducts fire station tours.
- Conducts public safety presentations to schools, churches, and civic groups, and conducts or oversees car seat installation.
- Completes incident reports and all other documentation as assigned.
- Operates within the Centerville Fire Department chain of command at all times.
- Performs all other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Georgia Fire Incident Reporting System.
- Knowledge of the National Incident Management System.
- Knowledge of fire ground strategy and tactics.
- Knowledge of basic and advanced firefighting techniques.
- Knowledge of fire service apparatus and equipment.
- Knowledge of hydraulics and extrication equipment.
- Knowledge of federal, state, and local fire codes.
- Knowledge of National Fire Protection Association guidelines and departmental and city rules, regulations, policies, and procedures.
- Knowledge of local geography, streets, and buildings.
- Knowledge of hazardous materials.
- Knowledge of potential fire hazards.
- Knowledge of first responder emergency medical care.
- Skill in operating firefighting apparatus and equipment.
- Skill in operating rescue and extrication equipment.
- Skill in problem solving.
- Skill in personnel supervision.
- Skill in interpersonal relations.
- Skill in oral and written communications.
- Ability to effectively perform at the next higher supervisory level.
- Ability to meet the physical demands set forth by the job requirements.

**MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Sergeant shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The incumbent shall have current State of Georgia Firefighter certification, a minimum of four years' experience as a fulltime paid firefighter, and meet the qualifications of a Firefighter II as set forth by the National Board on Fire Service Professional Qualifications. This shall be supplemented with national certification as a Fire Instructor I, medical first responder training, and additional training in firefighting and rescue techniques, as well as strategies and tactics. The incumbent must possess or have the ability to obtain a valid Class B or F Georgia Driver's License. The incumbent must be able to pass a pre-employment drug screen, as well as random drug testing.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

The Sergeant shall have supervisory control over assigned firefighters during each tour of duty. The Sergeant shall report to the Assistant Chief.

**TRAVEL:**

The Sergeant may be required to periodically travel to training sessions held throughout the state of Georgia. The Sergeant must possess a valid driver's license and have access to reliable transportation. The Sergeant may be required to attend meetings that occur during the evenings (after working hours) and/or during the early morning. Occasional overnight trips may be required.

**GUIDELINES:**

The Sergeant utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, Centerville Fire/Rescue Standard Operating Procedures, NFPA standards, various manuals, and applicable federal, state, and local fire codes, and local ordinances requiring judgment, selection, and interpretation in application.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****LANGUAGE SKILLS:**

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to communicate with coworkers and members of the general public, and transfer information from one source to another.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to perform various calculations in the performance of the job.

**COMMUNICATION SKILLS:**

Must be able to communicate orally and in written form in order to give or exchange information, and provide service. Contacts are typically with coworkers, other public officials, various civic and community groups, and the general public. Contacts are to exchange information, provide services, and educate the public.

**REASONING ABILITY:**

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in non-standardized situations. The Sergeant must be able to clearly analyze situations often in high stress environments.

**PHYSICAL DEMANDS:**

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 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 sit, stand, stoop, bend, walk, run, climb ladders, use tools or equipment requiring a high degree of dexterity, carry, or lift. The employee must be able to lift and/or move objects in excess of 50 pounds. Specific vision abilities required by this job include close vision with the ability to adjust focus and distinguish between shades of colors.

**WORK ENVIRONMENT:**

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

work is typically performed in an office, except while at an emergency scene. The work environment is dangerous and includes, but is not limited to exposure to extreme weather conditions, exposure to dust, dirt, grease, etc., traveling at high rates of speed, regular exposure to flammable materials, toxic or irritating chemicals, fumes, and smoke, all of which require the use of protective devices by the Sergeant.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_