State of California **Department of State Hospitals**

DUTY STATEMENT

SH3002 (Rev. 3/22/12)

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division**
Position No / Agency-Unit-Class-Serial	**Unit** Office of Protective Services
Class Title Fire Fighter	**Location**

SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
☐ Yes ☐ No				

BRIEFLY (1 or 2 Sentences) **DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Fire Chief, the Fire Fighter will perform the full range of fire prevention, fire suppression and other assigned duties, tasks and responsibilities. This class is the entry and full journey level in this series.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	ESSENTIAL FUNCTIONS
35%	**FIRE PREVENTION** Perform fire prevention inspections of all hospital grounds and buildings for fire hazards, target hazard identification, life safety conditions, document findings and/or deficiencies and report to the Fire Chief. May be required to observe and participate in fire evacuation drills in certain areas of the hospital, document the findings and/or deficiencies and report to the Fire Chief. Assist, monitor and participate with various contractors in the required inspection and testing of automatic fire sprinkler systems, fire alarm systems and fire extinguishers. Other facility inspections may be required. Present Fire and Life Safety class to new employees providing an overview of all life safety measures of the facility and the responsibilities and duties of the fire department. Enforce rules and regulations related to State Fire Marshal, California Building Code, California Fire Code (Title 24), Public Safety (Title 19), Licensing (Title 22), Joint Commission, Hospital Administrative Directives, Policy Directives, National Fire Protection Association (NFPA) codes.
25%	**EMERGENCY RESPONSE/CALLS FOR SERVICE** Respond to all emergency calls, other service related calls, take necessary action to prevent or minimize the loss of life, property and the environment. Calls for emergency and non-emergency may include; fire alarm activation; structure fires (commercial or residential), wildland fires, vehicle accidents or fires, hazardous material incidents, odor investigation, emergency medical services, water rescues, floods, building collapse, natural disasters and any other situations as they arise.
25%	**TRAINING** Maintain the required certification for medical emergency services as required by the Department of State Hospitals (DSH) Fire Service Training Plan. This may include, but not limited to, a valid Cardiopulmonary Resuscitation (CPR), Auto External Defibrillation (AED), Emergency Medical Technician (EMT), Title 22 First Aid /Emergency Medical Responder (EMR) certification. Complete all required training issued by Office of Protective Services, Target Solutions training, and mandated training standards outlined in the DSH Fire Service Training Plan. Assist and participate in organizing, instructing, and lead fire service related training classes to other firefighters. Maintain current copies of all certifications and trainings and provide the assigned training officer copies of all training documents.

10%

INTERPERSONAL RELATIONSHIPS

Maintain open communication with all hospital disciplines. Maintain a high professional standard of performance and conduct consistent with Fire Department policies. Provide an overview to all new employees during New Employee Orientation of Fire Services' duties and responsibilities; acts as a liaison between the Fire Department and other Fire Fighting agencies.

5%

OTHER

Perform other Fire Fighter duties as required by Fire Chief.

Other Information

SUPERVISION EXERCISED

The firefighter position is a non-supervisory position but may be assigned to the 'Lead' Firefighter Role. In the absence of the Fire Chief, the 'Lead' Firefighter oversees the work shift duties and emergencies. Lead Firefighters may supervise the work of Part Time Firefighters during drills, emergencies or work assignments in the absence of the Fire Chief.

KNOWLEDGE AND ABILITIES

Ability to:

Learn and use modern fire prevention and suppression principles and techniques and fire-fighting tools and apparatus; learn to use and maintain motorized fire-fighting equipment; do heavy physical labor; follow oral and written directions; exercise good judgment in hazardous fire suppression activity; organize, instruct, and lead a group of part-time fire fighters in suppression and rescue work; write legibly; analyze situations accurately and take effective action; maintain cooperative relationships with people, organizations, and agencies.

REQUIRED COMPETENCIES

INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY - Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Will be required to wear an approved ballistic vest, as needed.

FIRST RESPONDER/CPR/FIRST AID - Maintain current certification.

THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enable the employees to work effectively.

RELATIONSHIP SECURITY- Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

RESPIRATORY PROTECTION/FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee.

PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

- Fire Department Policies and Procedures
- Office of Protective Services Policies
- Hospital Policies, Administrative Directives, and DSH Policy Directives
- Work site orientation sheet
- Building, grounds names, locations, access points, exits, interior and exterior gates, and fencing
- Fire Protection System operations and inspection including sprinklers, fire alarm systems, fire alarm control panels and other specific devices
- Fire apparatus and emergency vehicle operation
- Self-contained breathing apparatus

EMERGENCIES

Maintain and exercise knowledge of Department's Area Specific Emergency Preparedness Plan and the Hospital's Emergency Preparedness Manual.

TECHNICAL PROFICIENCY

- Complete monthly drill requirements, as required
- Basic computer entry and report writing in Microsoft Word, PowerPoint and Outlook
- Use of power and hand tools
- Use of equipment on vehicles and in station

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

- Possession of a valid California Driver's License A, B, or C with firefighter endorsement and/or Ambulance Driver Certificate, if required
- Emergency Medical Technician Certification (at facility option)
- Title 22 First Aid/Emergency Medical Responder (at facility option)
- Valid Cardiopulmonary Resuscitation Certification
- Automatic External Defibrillator Certification

TRAINING

The employee is required to keep current with the completion of all required training as identified in the Fire Services Training Plan. Facility mandatory training standards will be determined by the individual hospital and department policy.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hours	Frequently 3–6 hours	Constantly Over 6 hours	Distance/ Height
Sitting		X			
Standing				X	
Running		X			
Walking				X	
Crawling		X			
Kneeling			X		
Climbing		X			
Squatting		X			
Bending (neck)			X		
Bending (waist)			X		
Twisting (neck)			X		
Twisting (waist)			X		
Reaching (above shoulder)		X			
Reaching (below shoulder)			X		
Pushing & Pulling				X	
Fine Manipulation			X		
Power Grasping		X			
Simple Grasping		X			
Repetitive use of hand(s)				X	
Keyboard Use		X			
Mouse Use		X			
Lifting/Carrying				X	
0 – 10 lbs.				X	
11 – 25 lbs.			X		
26 – 50 lbs.			X		
51 – 75 lbs.		X			
76 – 100 lbs.		X			
100 + lbs.		X			
Walking on uneven ground			X		
Driving			X		
Working with heavy equipment		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity,				X	
Exposure to dust, gas, fumes, or chemicals		X			
Working at heights		X			
Operation of foot controls or repetitive				X	
Use of special visual or auditory protective		X			
Working with bio-hazards (e.g., blood-borne pathogens, sewage, hospital waste, etc.)				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The employee routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

May be required to work overtime as determined by the operational needs of the department and requested for call back situations to cover the fire station during emergency operations.

I have read and understand the duties listed above and I can perform these duties.

_____ _____
Employee's Signature Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____ _____
Supervisor's Signature Date