



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 211

MASTER FIREFIGHTER

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Approved: Chief Mike Kennedy

I. CLASSIFICATION RESPONSIBILITIES

A master firefighter is an employee of the rank of firefighter who is cleared to drive and operate SLFD engine and ladder companies and meets all of the qualifications of all lower pay grades. This employee shall serve as an acting company officer in the absence of a fire officer. This employee displays a high degree of technical competency with fire department equipment, apparatus, and procedures.

II. DISTINGUISHING FEATURES

Provides emergency response, basic life support and a variety of other assigned duties associated with fire and rescue; provides immediate emergency care to ill or injured persons; assesses patients to determine the extent of their condition, and renders immediate, appropriate treatment.

Provides a comprehensive level of expertise in fire prevention, rescue, fire suppression, and a variety of other assigned duties associated with fire and rescue. Performs emergency operations and assistance with fires, entrapments, auto accidents, collapsed buildings, hazardous materials incidents, mass casualty incidents, and assists in rescues requiring special and technical skills; operates fire and rescue apparatus and equipment. Assists and serves as the acting company officer in the absence of a fire officer; may serve as the incident commander at an incident scene; performs command duties to include overseeing and directing work of others at an incident and the assigned station; serves as a resource for EMS specific training and field training; and may be assigned on a regular or temporary basis to other areas, projects, or assignments to meet departmental needs. Provides thorough mentoring and training through the on-the-job training program.

Performs routine clerical and administrative functions such as preparing reports and completing forms; performs work using computers and appropriate approved software; conducts training sessions for other firefighters and the public; develops training programs and aids.

Performs housekeeping duties at assigned station; performs inspections, maintenance and minor repairs on apparatus and equipment for both firefighting and emergency medical services.

Master firefighters are on-call employees who may also be assigned to work scheduled shifts.



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Incumbents in the master firefighter class may be demoted to a lower level class; must be able to demonstrate proficient performance of the essential functions of the lower level class including but not limited to firefighting duties; and will be required to possess and maintain required certifications including but not limited to current Michigan Emergency Medical Technician (EMT) certification and valid Michigan Driver's License.

III. ESSENTIAL FUNCTIONS

Communication: Communicates with the general public in conducting business inspections and school programs, delivering emergency care, assessing patient needs, giving instructions and information, and responding to questions. Presents public safety training classes and school programs and instructs others in a classroom setting regarding fire safety, fire prevention, firefighting, and Emergency Medical Services (EMS) training. Prepares written documents such as memos, repair orders, and fire and emergency medical service reports in order to document technical and legal matters.

Manual/Physical: Operates fire vehicles e.g. automobiles and fire apparatus requiring a standard Michigan Driver's License to perform normal and emergency-level firefighting duties. Operates various types of motorized fire apparatus and ground monitors. Operates power-driven machinery such as hydraulic and pneumatic rescue tools to rescue trapped or endangered persons, and force entry into locked vehicles or structures. Uses axes, pry tools, pike poles, and power saws to gain entry into vehicles or structures. Performs searches and rescues inside buildings on fire, and treats victims who require first aid. Handles firefighting equipment on apparatus and at emergency scenes. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Aims fire streams. Climbs ladders and works at heights greater than 10 feet to reach and rescue people trapped on building roofs or upper floors. Moves material such as burnt building debris from one place to another using a shovel, rake, or rubbish hook to rescue trapped or endangered persons, or to overhaul a burned out structure. Moves objects up to 50 pounds or more i.e. four inch fire hose) four-inch fire hoses, EMS equipment, ventilation fans, persons on body boards, and salvage equipment) for distances of more than 20 feet. Digs up ground using a pick, shovel, or spade to fight brush fires and rescue trapped persons from cave-ins. Uses a hammer, saw, screwdriver, or similar tools to overhaul fire scenes, eliminate dangerous situations, and perform routine maintenance on fire apparatus. Works in a variety of weather conditions. Enters data into a terminal, personal computer, or other keyboard device to document fires, EMS incidents, and building inspection reports. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, paints, or similar solutions using routine and non-routine protective equipment when performing fire station maintenance duties and mitigating a hazardous materials incident. Detects natural gas leaks while performing emergency work at scenes of gas leaks. Detects audible traffic sounds when approaching traffic at vehicle accidents in roadways, sounds of impending building collapse at structure fires, and calls for assistance. Detects alarms, sirens, and other audible signs of alarm or warning in order to remove self from danger or to assist others in hazardous situations.



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Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets training and attendance requirements.

Mental: Comprehends and makes inferences from written material to perform firefighting duties in accordance with fire department procedures. Learns job-related material regarding firefighting and emergency medical services in an on-the-job training setting. Learns job-related material regarding emergency medical training and firefighting tasks in a classroom setting.

Knowledge and Abilities:

(Knowledge and abilities obtained through successful completion of the MFFTC Firefighter I & II, Pump Apparatus Operator, and Aerial Apparatus (Platform) Operator)

Knowledge of:

Firefighting methods and modern fire prevention practices; emergency medical methods and procedures; overhaul and salvage operations; the principles of hydraulics and their application to the operation of fire apparatus; departmental rules and regulations; City geography, street names and numbers, and the location of hydrants; the operation and maintenance of aerial ladders and apparatus; and traffic laws and regulations and state statutes governing operation of emergency vehicles.

Ability to:

Regulate water pressure from a pumper at fires in accordance with principles of hydraulics; position aerial apparatus at a fire in order to gain the safest and most expeditious access to the building; prepare reports on the operation of apparatus; give instructions on the operation of apparatus to firefighters; become familiar with structures within assigned district in order to detect fire and safety hazards; engage in moderate to strenuous physical activity, which under emergency situations may require long working hours under emotional stress; exercise a high degree of self-discipline; participate in physical fitness programs and comply with department medical and fitness requirements; and establish and maintain effective working relationships with employees, coworkers, supervisors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the fire department as the needs of the fire department and requirements of the job change.

IV. SUPERVISION EXERCISED AND RECEIVED

In the absence of a fire officer, directs and supervises firefighting personnel. Receives direct supervision from sergeants, lieutenants, captains or chief officers.



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V. EDUCATION AND TRAINING

Any combination equivalent to experience and education that is required knowledge, skills and abilities would be qualifying. The following education requirements shall be obtained within two years of promotion. A typical way would be:

Education:

- A. Graduation from high school or GED equivalent.
- B. Michigan Fire Fighters Training Council (MFFTC)
 - i. Firefighter I & II
 - ii. Hazardous Materials Awareness & Operations
 - iii. Drivers Training
 - iv. Pump Apparatus Operator
 - v. Fire Officer I & II
- C. Aerial Apparatus Operator
- D. Confined Space Operations
- E. Blue Card Incident Commander Program (80 hour)
- F. Emergency Medical Technician or higher State of Michigan EMS licensure
- G. National Incident Management System
 - i. 100, 200, 700, 800

VI. MINIMUM EXPERIENCE AND QUALIFICATIONS AT APPLICATION

- A. Graduation from high school or GED equivalent.
- B. Michigan Fire Fighters Training Council (MFFTC)
 - i. Firefighter I & II
 - ii. Hazardous Materials Awareness & Operations
 - iii. Drivers Training
 - iv. Pump Apparatus Operator
- C. Aerial Apparatus Operator
- D. Confined Space Operations
- E. Blue Card Incident Commander Program (online)
- F. Emergency Medical Technician or higher State of Michigan EMS licensure
- G. National Incident Management System
 - i. 100, 200, 700, 800
- H. Three (3) or more years fire service experience at the pay grade of "Firefighter / EMT" with a minimum of one year as a "Firefighter / EMT" with the South Lyon Fire Department.
- I. Cleared as an on-the-job (OJT) instructor.
- J. No run attendance warnings for prior six months.
- K. Pass written exam with an 80%.
- L. Pass oral board interview.
- M. Pass fire chief interview.
- N. Approval of the fire chief.

Actual years of experience and/or skills desired may be waived by the fire chief based on the department's needs and ability of the candidate.



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/s/ Chief Mike Kennedy