



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 205

SERGEANT

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Approved: Chief Robert Vogel

I. CLASSIFICATION RESPONSIBILITIES

A sergeant directs the activities of fire personnel. An employee in this class supervises a number of personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; directing the route to be taken to emergency calls; implementing and/or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and participating in, public education, community relations, and fire prevention programs and activities. This class is also responsible for performing related duties as required.

II. DISTINGUISHING FEATURES

The responsibility for motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position. Sergeants are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A sergeant must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Supervision is received from a lieutenant; however, the sergeant is still responsible for overall company performance and must exercise independent judgment. Sergeants may be required to fill in for a lieutenant in an acting capacity. Sergeants are on-call employees who may also be assigned to work scheduled shifts. Incumbents in the sergeant 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 pumping, driving, and 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 management, peers, subordinates, and other City employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals.



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Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback. Instructs others in fire safety, fire prevention, firefighting, and emergency medical services (EMS).

Communicates with the general public in order to conduct business inspections, participate in school programs, deliver emergency medical care, answer questions, assess patient needs, etc. Conducts public safety training classes. Produces written documents, such as memos, repair orders, fire and EMS reports in documenting technical and legal matters, and other forms of communication to propose improvements, evaluate performance, or document outcomes. Monitors and responds appropriately to radio traffic including the request for progress reports at emergency scenes. Communicates with the dispatch center, fire department personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, condition-action-needs (CAN) reports, and routine radio traffic.

Manual/Physical: Operates motor vehicles e.g. automobiles and fire apparatus requiring a standard Michigan Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Moves objects weighing up to 50 pounds or more (i.e., four-inch fire hoses, EMS equipment, ventilation fans, persons on body boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions. Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners In Prevention reports. Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards. Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets training and attendance requirements.



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Mental: Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment. Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

Firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation; supervisory, training, and evaluation practices and techniques; departmental operating procedures, rules, and regulations; the Personnel Rules and Management Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Ability to:

Recognize life safety hazards; analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances; supervise and direct assigned personnel activities and daily operations; administer emergency medical care and first aid to injured persons; respond to and direct the route to be taken to emergency calls; supervise the care and maintenance of station, fire apparatus, and grounds; maintain logs and other periodic and activity reports; engage in strenuous physical activity, which under emergency situations may require long working hours under emotional stress; participate in physical fitness programs and comply with department medical and fitness requirements; and perform all essential functions of this position.

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 City as the needs of the City and requirements of the job change.

IV. SUPERVISION EXERCISED AND RECEIVED

Directs and supervises firefighting personnel including lower ranking fire officers. Receives direct supervision from lieutenant, 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. An associate's or bachelor's degree in a field relative to the fire service is highly desirable.
- C. Michigan Fire Fighters Training Council (MFFTC)
 - i. Firefighter I & II
 - ii. Hazardous Materials Awareness & Operations
 - iii. Drivers Training
 - iv. Fire Officer I & II
- 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, 300, 400, 700, 800

Minimum Experience at Application:

- A. Meets all requirements for position of aerial platform operator.
- B. Three (3) or more years fire service experience

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.

Approved by
/s/ Chief Robert Vogel