



Corinth-Shiloh Fire Department

Individualized PD for Position: Firefighter - PT

Job Summary: *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

The Firefighter (Part-Time/Shift) is responsible for protecting life and property by responding to fire, emergency medical, rescue, hazardous materials, and other manmade or natural emergencies. Operates fire and emergency apparatus and equipment, participates in fire suppression, EMS, rescue operations, pre-fire planning, fire prevention, and public education activities as scheduled. This position works variable shifts of 8, 12, 24, or 48 hours, including weekends and holidays, and may be assigned as a fill-in or on-call as needed. Performs other duties as assigned to support the safe, effective, and efficient operation of the fire department.

| Job Duties: <i>3-5 job duties totaling 100%; Lead with action words that best describe the essence of each job duty.</i> | % of Time | Essential or Non-Essential |
|---|-----------|----------------------------|
| Emergency Response & Operations: Respond to and perform fire suppression, rescue, emergency medical, and hazardous materials operations during assigned shifts. Operate fire and emergency apparatus and equipment safely and effectively. Perform assigned tasks at emergency scenes, and serve as Initial Incident Commander until relieved by a senior officer, as required. Participate in pre-fire planning, fire inspections, and debriefings or critiques of emergency incidents to improve operational effectiveness. Maintain situational awareness, exercise initiative, and complete all required reports and documentation to support accountability and operational continuity. Coordinate with other personnel, including volunteer responders, to ensure safe and efficient emergency response. Maybe required to respond to calls for service outside of assigned shift schedule. | 50 % | Essential |
| Personnel Management: Perform assigned duties under the direction of supervising officers, taking initiative and exercising sound judgment during emergency situations. Participate in training, skill development, and performance improvement activities to maintain readiness and proficiency. Coordinate with other firefighters, first responders, and volunteers as needed to ensure efficient and effective operations. Support department policies, procedures, and operational goals while maintaining a safe and professional work environment. | 20 % | Essential |
| Community Engagement: Participate in public education sessions, community events, and outreach initiatives to promote fire prevention, safety education, and emergency preparedness. Assist in conducting pre-fire plans, fire inspections, and investigations as requested. Work collaboratively with fellow firefighters, first responders, and volunteers to support departmental initiatives and enhance the department's presence and engagement within the community. | 20 % | Essential |
| Financial and Project Management: Maintain and care for assigned equipment, apparatus, and supplies to ensure operational readiness and proper use of resources. Assist in special projects or departmental initiatives as assigned, supporting planning, execution, and timely completion of deliverables. Follow departmental policies and procedures related to equipment usage, inventory management, and resource accountability. | 10 % | Essential |
| | % | |

% of Time must equal 100%



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Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

| | |
|---------------------------------------|--|
| Minimum Education: | A high school diploma and fire prevention or fire-fighting experience, or other related work experience. |
| Minimum Experience: | At least 1 years of fire service experience, Must have knowledge of fire operations, personnel management, and emergency response. |
| Licenses & Certifications: | A valid SC Driver's License, with acceptable driving record, (or out of state equivalent), Firefighter II, First Responder, ICS 100, 200, 700, 800 |

Preferred Qualifications (Optional)

| | |
|---|---|
| Preferred Education: | |
| Preferred Education Area: | |
| Preferred Experience: | |
| Preferred Licenses & Certifications: | EMT-B, Fire Apparatus Driver/Operator, Aerial Operations, Incident Safety Officer |



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Supervision, Budget, Fiscal, & Emergency Responsibilities:

| | |
|---|--|
| Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job. | <ul style="list-style-type: none"><input type="radio"/> Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.<input type="radio"/> Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.<input checked="" type="radio"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations. |
| Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks. NOTE: If supervising employees be sure to also select the Supervision and Management competency. | <ul style="list-style-type: none"><input type="radio"/> Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content.<input type="radio"/> Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.<input type="radio"/> Acts as a Lead by guiding the work of others who perform essentially the same work.<input type="radio"/> Supervises Student workers only<input checked="" type="radio"/> Not responsible for supervising employees. |
| Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation: | <ul style="list-style-type: none"><input type="radio"/> Responsible for developing one or more departmental budget(s).<input type="radio"/> Provides input into the budgeting process, and manages fund allocation.<input type="radio"/> Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation.<input checked="" type="radio"/> No fiscal responsibility for the department's budget. |
| Essential Personnel Level: | <ul style="list-style-type: none"><input type="radio"/> Normal Operations - Level 0 Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.<input type="radio"/> Emergency Response - Level 1 In the event of an emergency closure or modified operations, this position is required to respond in order to provide initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call.<input checked="" type="radio"/> Essential Support - Level 2 In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call. |



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Physical Requirements

* A person in this job must be able to complete the requirements of the job with or without reasonable accommodation.

Check if physical requirements are essential to job:

| | | | |
|--|---|----|---|
| <input checked="" type="checkbox"/> | Stand for prolonged period | 10 | % |
| <input checked="" type="checkbox"/> | Sit (stationary position) for prolonged period | 10 | % |
| <input checked="" type="checkbox"/> | Walk or move about | 10 | % |
| <input checked="" type="checkbox"/> | Use hands or feet to operate or handle machinery, equipment, etc. | 10 | % |
| <input checked="" type="checkbox"/> | Ascend or descend (i.e. stairs, ladder) | 5 | % |
| <input checked="" type="checkbox"/> | Position self to accomplish task (i.e. stoop, kneel, crawl) | 5 | % |
| <input checked="" type="checkbox"/> | Communicate, converse, give direction, express oneself | 10 | % |
| <input checked="" type="checkbox"/> | Recognize or inspect visually | 10 | % |
| <input checked="" type="checkbox"/> | Move, transport, raise or lower *Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.): | 10 | % |
| <input checked="" type="checkbox"/> | Extends hands or arms in any direction | 10 | % |
| <input checked="" type="checkbox"/> | Use taste or smell to detect or determine particular flavors or odors | 5 | % |
| <input checked="" type="checkbox"/> | Perceive, observe, clarity of vision | 5 | % |
| Comments/Explanation of requirements marked Essential: Fire Department employee who may work at the department, at an emergency scene, or provide safety presentations to community | | | |

Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

| | | | |
|---|---|----|---|
| <input checked="" type="checkbox"/> | Exposure to heat or cold | 10 | % |
| <input checked="" type="checkbox"/> | Exposure to dust/fumes | 5 | % |
| <input checked="" type="checkbox"/> | Wet and or humid | 10 | % |
| <input checked="" type="checkbox"/> | Noise | 5 | % |
| <input checked="" type="checkbox"/> | Vibration | 5 | % |
| <input checked="" type="checkbox"/> | Mechanical hazards | 10 | % |
| <input checked="" type="checkbox"/> | Chemical hazards | 10 | % |
| <input checked="" type="checkbox"/> | Electrical hazards | 10 | % |
| <input checked="" type="checkbox"/> | Radiant hazards | 5 | % |
| <input checked="" type="checkbox"/> | Burn hazards | 10 | % |
| <input checked="" type="checkbox"/> | Overnight travel: | 5 | % |
| <input checked="" type="checkbox"/> | Exposure to bio-hazards (i.e. blood, bodily fluids) | 10 | % |
| <input checked="" type="checkbox"/> | Other: | 5 | % |
| Comments: Other: Administrative task, community risk reduction, public education | | | |



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Competencies

Select 3 to 5 competencies most appropriate for the position

- Communication:** Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives.
- Customer Service Focus:** Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation.
- Technical Knowledge/Competence:** Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job.
- Problem Solving:** Identifies problems, seeks solutions and effectively solves problems.
- Teamwork:** Works effectively and cooperatively with others to achieve organizational goals.
- Managing Self:** Works with minimal supervision and manages own time effectively.
- Supervision and Management:** Structures and directs the work efforts of others. Coaches, develops and evaluates the performance of others. Promotes equal opportunity in areas such as hiring, promotion, or placement and demonstrates a level of personal and organizational commitment to equal opportunity.
NOTE: If supervision of employees is selected above, this competency must be selected.
- Leadership:** Can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems.
- Decision Making:** Able to make sound decisions and demonstrate decisiveness.