

**AN ORDINANCE AMENDING THE ORDINANCE ADOPTING A  
PERSONNEL POLICY FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA**

**THAT WHEREAS,** the Village Council of the Village of Pinehurst, North Carolina adopted a Personnel Policy on September 17, 1984, such ordinance codified as Chapter VIII in the Pinehurst Municipal Code; and

**WHEREAS,** said Policy has been amended from time to time as circumstances and the best interests of the Community have required;

**NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED** by the Village Council of the Village of Pinehurst, North Carolina in Special Session assembled on the 8th day of May, 1995, as follows:

**SECTION 1.** That the following section of the Municipal Code is amended as follows:

(1) That Appendix A of the Village of Pinehurst Personnel policy is hereby amended as follows:

A. The position of firefighter is amended, with the job description as stated in Attachment #1.

**SECTION 2.** That the following section of the Personnel Policy is amended as follows:

The position of Firefighter is amended, with the job description as stated in Attachment #1.

**SECTION 3.** That this ordinance shall be and remain in full force and effect from and after the date of its adoption.

Adopted this 8th day of May, 1995.

(Municipal Seal)

VILLAGE OF PINEHURST  
VILLAGE COUNCIL

Attest:

By:

Charles L. Mangers  
Charles L. Mangers, Mayor

Mary H. McGraw  
Mary H. McGraw, Village Clerk

Approved as to form:

John B. Clayton  
John B. Clayton, Village Attorney

CLASS CODE:	32
SALARY GRADE	11
AMENDED SALARY GRADE	14

(Non-Exempt)

**CLASS TITLE: Firefighter**

**PURPOSE OF CLASS:** Under general supervision, performs general duty firefighting work in combating fires, extinguishing and preventing fires, and in maintaining fire station and related equipment; performs other duties as required.

**EXAMPLES OF TASKS PERFORMED WITHIN CLASS:** (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Receives and responds to fire alarms; operates fire apparatus or rides fire truck to scene of fire, connects hose to hydrant and uses hose to apply water or chemicals to fire; uses portable fire extinguishers to combat small fires; forces entry into burning structures and searches for and rescues occupants; participates in post-fire operations of cleaning and salvage; covers furniture and fixtures and sweeps and mops water to minimize water damage; performs routine maintenance and servicing of equipment, including washing and waxing trucks, checking batteries, checking fuel and oil levels, cleaning and drying hose, inspecting hose and hose connections for damage and wear; attends lectures, studies manuals, and participates in fire drills to learn modern firefighting techniques and to maintain developed skills; cleans furniture, fixtures, and interior of station; performs dispatching work as required; conducts tours of Fire Department and explains use of equipment to public; checks supplies for proper stock levels; checks equipment for proper functioning; prepares daily activity reports; performs other duties as required.

Equipment Operated: All assigned fire equipment.

Working Conditions: Work involves exposure to usual hazards of firefighting work and the stress and pressure normally associated with working under emergency conditions; involves some degree of risk to personal safety.

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 the essential functions. Work is performed primarily in fire station quarters, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations.

Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in station quarters settings, and loud at an emergency scene.

#### **QUALIFICATIONS OF CLASS**

Education: Graduation from an accredited high school, or equivalent; preferably supplemented with completion of advanced courses and seminars in fire service operations.

**Experience:** Completion of required training as may be prescribed by the State of North Carolina and departmental policies.

**Knowledge, Skills and Abilities:** Thorough knowledge of the geography of the Department's jurisdiction, good working knowledge of modern firefighting principles, practices and procedures.

Skill in the use of firefighting equipment.

Ability to exercise sound judgment in an emergency situation; ability to prepare written reports; ability to accept firefighting discipline and operational routine; ability to establish and maintain effective working relationships with other employees and the public; excellent physical condition.

**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 frequently required to sit; talk or hear; stand; walk; run; jump; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 40 pounds and frequently lift and/or move 150 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Special Requirements:** Possession of a valid North Carolina driver's license; any State certification as required; any departmental standards as required.