BRIGHTON AREA FIRE AUTHORITY **Job Description for Fire Protection Specialist**

Priority: 3
Issue Date: September 1, 2026
Approved: Michael O'Brian, Fire Chief

I. SCOPE

The Fire Protection Specialist (FPS) engages in fire suppression, emergency medical services, rescue and community risk reduction activities to protect life and property. This position ensures the constant state of operational readiness of the Authority personnel, equipment, facilities, and to reduce the impact of fire on our communities.

II. DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS

This is a full-time non-exempt position within the Fire Authority with off shift duties as well. This position is distinguished by responding with company personnel, equipment, and apparatus to fire, medical, and other emergencies. This position is responsible for completing assignments as directed pertaining to emergency response, day to day activities, tasks and projects; responsible for assisting with the Authority's training goals including the development and mentorship of new personnel through the On-the-Job Training Program. Shows strong teamwork and communication skills at all times. Requires periodic assignment to the function of company officer as well as Incident Commander. Accountable for the safety and welfare of others.

III. SUPERVISION EXERCISED AND RECEIVED

Receives direct supervision from their assigned Officer as well as indirect supervision from the Battalion Chief..

IV. ESSENTIAL DUTIES

Essential duties and other important responsibilities may include, but are not limited to, the following:

A. Responds with personnel, equipment, and apparatus to fire, rescue, emergency, medical and other incidents such as special teams incidents.
B. Provides emergency medical services, extinguishes fires, performs duties to stabilize incidents, and performs light to heavy rescue functions at emergencies, and standby events.
C. Operates fire department apparatus, including performing regular inspections, maintenance, and ensures operational readiness of apparatus, equipment, and other resources.
D.. Conducts themselves in accordance with the Fire Authority's code of conduct and displays the attributes of a firefighter with integrity on and off duty.
E. Maintains compliance with the Fire Authority's Standard Operating Guidelines, Employee Handbook and all Authority Directives.
F. Strong communication skills; oral, written, and interpersonal.
G. Actively engaged in the development of new firefighter skill sets; serves as a mentor preparing firefighters for operational readiness in both emergency and non-emergency situations.
H. Inspects, tests, and assures operational readiness of equipment and apparatus.
I. Completes thorough company level inspections, pre-incident surveys, and after-action reports in a timely manner.

J. Performs community risk reduction activities, including but not limited to public education events for the community.
K. Create and foster effective working relationships within the Fire Authority as well as community business owners and the general public.
L. Attendance may be required during off duty time, due to meetings, large scale incidents and/or required trainings.
M. Attends conferences and training sessions as may be necessary to keep current on technical standards.
N. Performs other such duties as assigned.

V. OTHER JOB-RELATED DUTIES

Knowledge of:

A. Operational response to calls for service and emergencies.
B. Time and project management.
C. Techniques and equipment used in modern firefighting.
D. Protection of life and property, and community risk reduction.
E. Building construction related to fire control and fire investigation.
F. Emergency medical services and rescue practices.

Ability to:

A. Direct fire personnel and companies at fire scenes, hazardous materials incidents, medical and rescue situations.
B. Ability to retain the presence of mind while abating an emergency situation.
C. Effectively receive and carry out orders and/or assignments as given by a superior officer.
D. Encourage professional development and to mentor subordinate staff.
E. Understand, interpret and act in accordance with Authority Standard Operating Guidelines, Authority directives, Employee Handbook, and demonstrate skill in applying these toward specific situations.
F. Apply knowledge of the streets, water mains and building complexes within the city, utilizing this information when in command of emergency situations.
G. Ability to accept constructive criticism and tactical changes by superior officers during tactical operations.

VI. MINIMUM EDUCATION AND EXPERIENCE

Experience:

1. Three (3) or more years of Fire Service experience (preferred).

Education:

1. Graduation from high school or GED equivalent.
2. Additional college level courses or an Associate's Degree is highly desirable.

Licenses:

1. Current Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State of Michigan Firefighter I & II with Hazardous Materials Operations.
3. Current Emergency Medical Technician license or higher in the State of Michigan.
4. ICS 100, 200, 700 & 800

Required Subsequent Training:

1. First Responder Inspector or NFPA Inspector 1 within one year of appointment. FPS Personnel who are certified with NFPA Inspector 1 are expected to maintain certification.
2. Blue Card Certification within one year of appointment.

3. Completion of Brighton Area Fire Authority's Engineer Program within one (1) year of appointment.
4. Instructor I and Fire Officer I within three years of appointment.

Actual years of experience and/or skills desired may be waived by the Fire Chief based on the Authority's needs and the ability of the candidate. Required subsequent training timeline may be altered due to class availability.

VII. PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 ADA disabilities to perform the essential job functions.

A. Successfully complete department physical examination based on department policy and obtain written authorization from Authority's physician.
B. Possess physical strength, endurance, agility; must participate and successfully complete department agility testing per department policy.
C. Produce extreme effort and energy for periods of time in highly stressful situations.
D. Capable of providing for the safety and welfare of others.
E. The work environment for this position will be within the climate-controlled fire station and outdoors as applicable for practical training.
F. This position may be exposed to extreme cold, heat, and noise. At a fire scene additional exposure to confined work spaces, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
G. This position must have the ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.

VIII. EMPLOYMENT DISCLAIMER

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employment at the Authority is "At-Will" and may be discontinued by either party with or without notice.



Approved by

Rescinds SOP 213.1 dated 09/20/23