

POSITION DESCRIPTION

Class Title: Firefighter
Department: Fire
Date: 9/14/15

Grade Number: 54

GENERAL PURPOSE

Protects life and property by performing fire fighting, emergency aid, rescue, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Fire Chief and the direct supervision of either a Fire Major or a Fire Captain.

SUPERVISION EXERCISED

May assist to coordinate, instruct, or supervise the work of new recruits as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs firefighting activities including operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment tasks, and performs salvage operations such as throwing salvage covers, sweeping water, and removing debris..

Performs emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, rescue, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Participates in fire education programs; presents programs to the community on safety, medical, and fire prevention topics.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

PERIPHERAL DUTIES

Assists in department supervisory and administrative activities as assigned.

Assists in training new employees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Absolute Minimum Qualifications:

(A) High school diploma or GED equivalent;

Additional Desired Qualifications:

(B) Completion of Firefighter I & II training through OSU or equivalent

(C) EMT certification

(D) Two years experience with a paid Fire Department

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of driver safety; working knowledge of first aid;

(B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, rescue and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

(C) Ability to operate the listed tools and equipment.

SPECIAL REQUIREMENTS:

Entry Level: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid Oklahoma State driver's license and a driving record acceptable to the City's insurance carrier; (C) Must be able to read and write the English language; (D) Must be of good moral character; (E) If hired in at below minimum requirements, must be able to obtain EMT certification and Firefighter I and Firefighter II as soon as possible after being hired but no later than twelve months after original hire date; (F) Must have a working telephone for callback; (G) Must be available for 24 hour callback.

SELECTION GUIDELINES:

Formal application; written examination; physical agility test; oral interview; medical examination, including drug screen; background verification and check; final selection.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

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 ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 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.

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 ADA disabilities to perform the essential functions.

The essential functions and/or tools used for this position are classified as a "safety-sensitive job" under the Unity Bill, which could affect the safety and health of the employee or others.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally 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 moderate, except during certain firefighting or EMT activities when noise levels may be high.

SELECTION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: _____ Approval: _____
Supervisor Personnel Director