

Job Title: Firefighter  
Department: Fire  
Supervisor: Fire Chief, Assistant Fire Chiefs and Captains  
Effective Date: October 8, 2012

DESCRIPTION OF WORK

General Statement of Duties: The Firefighter is responsible for implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and other emergency situations and other related functions as assigned or apparent.

Supervision Received: Works under the direct supervision of the Fire Chief, Assistant Fire Chiefs or Captains.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by this position.

- \* Responds to fire alarms, emergency medical calls, emergency rescue calls including ice and water rescue and recovery, hazardous materials incidents, and other emergency calls or controlled fires.
- \* Assists with fire prevention inspections and pre-fire planning of commercial buildings.
- \* Maintains fire apparatus and equipment.
- \* Attends regular and assigned training sessions to maintain and upgrade fire fighting skills.
- \* Performs as driver/operator of fire apparatus.
- \* Performs physical demands and work environment requirements for this position.
- \* Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- \* Attendance during regularly scheduled work hours and outside regular hours as necessary.
- \* Participates in Professional Staff Development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- \* Performs other related functions as assigned or apparent.

## KNOWLEDGE, SKILLS, AND ABILITIES

- \* Knowledge of applicable Federal and State laws, City ordinances, City and departmental policies and procedures, and relevant reference materials.
- \* Knowledge of City's geography, business and residential areas.
- \* Knowledge of modern fire fighting methods and techniques.
- \* Knowledge of operating principles and practices.
- \* Ability to maintain appropriate level of discretion with confidential information.
- \* Ability to complete work in a timely manner including during stressful situations and under deadlines.
- \* Ability to work independently without supervision.
- \* Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- \* Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- \* Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, Must be 18 years or older at time of employment, must possess a valid Minnesota Drivers License, must be a U.S. Citizen, must be able to read and write the English Language, must be of good moral character and temperate and industrious habits, must satisfactorily pass a criminal background check and physical examinations, and must comply with organizational and departmental policies. FSAC/Pro Board Certification in the following:

- a. NFPA 1001 Fire Fighter I (or ability to obtain within one (1) year)
- b. NFPA 1001 Fire Fighter II (or ability to obtain within one (1) year)
- c. NFPA 472 Haz-Mat Operations (or ability to obtain within one (1) year)

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 10-minute drive as measured to the corporate city limits of Crosslake as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Firefighter must establish this principle residence within one (1) year of appointment.

### WORK SCHEDULE

This position is on-call 24 hours a day, seven (7) days a week, 365 days a year.

### TOOLS AND EQUIPMENT USED:

Specialized fire fighting and life saving equipment and tools including trucks, pumpers, hovercraft, extrication tools, generators, self contained breathing apparatus, hose lines, nozzles, axe, chisel, crowbar, saw, power tools, ladders, and radios; typewriters and computers; ambulance stretchers, monitors/defibrillators and all related EMS equipment.

### WORK ENVIRONMENT/PHYSICAL DEMANDS

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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground. This position may be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity. Activities that will occur frequently, 4 to 7 hours, are: standing; walking; bending/stooping; squatting; crawling; crouching; pulling; twisting; climbing heights; reaching at, above and below shoulder level with the right shoulder, left shoulder or both shoulders at the same time; using fingers and hands for repetitive, non-repetitive or consistent actions; handling, talking; hearing and seeing with near vision, far vision, depth perception, accommodation, color vision, and field of vision/peripheral vision; smelling; and carrying and lifting up to 50 pounds. Activities that occur occasionally, 1 to 3 hours, are: sitting; kneeling; climbing staircases; sense of touch; use of the right foot, left foot and both feet at the same time for repetitive movements; and carrying and lifting over 75 pounds. Activities that occur infrequently, up to 60 minutes, are: fine manipulating. This position will require the ability to drive an automobile, including fire trucks and fire equipment.

The duties listed above are intended only as illustration 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.