Job Title: Firefighter

FLSA Status: Non-Exempt
Revised: 10/1/03, 8/16/07, 12/30/16

BRIEF DESCRIPTION:

Under general supervision of the Fire Captain, provides fire suppression, medical response, education and prevention to the City. Provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, medical, and other incidents. This is accomplished by assisting with emergency medical services; responding to fire and emergency calls; participating in training, drill and independent studies; participating in fire prevention inspection and public education activities; participating in the maintenance of Fire Department equipment and facilities; performing various staff support assignments; completing special duties as assigned and interacting with other Fire Department personnel, City employees, and the general public. May be called upon to perform the duties of the Fire Engineer or Fire Captain when necessary.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Responds to fire and emergency calls by completing fire suppression activities including but not limited to residential, commercial, and industrial structures, vehicles, rubbish and grass areas; operating apparatus; removing hazards from emergency scenes; rescuing persons from fire and emergency scenes; utilizing fire extinguishing equipment to suppress fires as part of the team as directed by the Shift Captain or Fire Department Supervisory personnel; and documenting actions when appropriate.
2	M	May occasionally drive apparatus (engines and/or ladder truck) to and from incidents when assigned by the Shift Captain (Such instances will not constitute a "step-up" assignment to Acting Fire Engineer).
3	M	Drives rescue truck, utility truck, Kubota, or boat when assigned by the Shift Captain.
4	H	Provides assistance with emergency medical services to the general public by utilizing proper medical equipment when assisting patients; monitoring patients' blood pressure, heart rates and breathing; loading and carrying patients; providing basic life support and performing applicable medical protocols when necessary.
5	M	Maintains both the interior and exterior of the fire station by vacuuming carpets;

		sweeping; mopping; cleaning bathrooms; mowing; edging; weed-eating and fertilizing.
6	M	Maintain and test fire hydrants, hoses or other equipment as assigned.
7	L	Conduct public educations, i.e., school presentations, fire prevention activities as assigned.
8	L	Conduct regular assigned fire inspections as assigned by the Shift Captain and Fire Marshal.
9	M	Perform additional duties or tasks as assigned by the Fire Chief, Assistant Chief, or Shift Captain.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Must have High School Diploma or GED.
Certification and Other Requirements	Valid Texas Department of Public Safety Class B Driver's License, Maintain minimum Standard for Basic Structure Fire Protection Personnel Certification from the Texas Commission on Fire Protection, Maintain Emergency Care Attendant Certification or higher from the Texas Department of State Health Services.
When assigned, ability to obtain and maintain:	HazMat Technician Level Training within 12 months, Driver/Operator – Pumper Certification from the Texas Commission on Fire Protection within 36 months.
Experience	None required as described in Texas Local Government Code 143.
Reading	Ability to read documents, journals, manuals, and other appropriate texts written in Standard English.
Math	Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurements through the performance of basic math functions such as addition, subtraction, multiplication, and division.
Writing	Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of Standard English.
Managerial	Receives general direction: The employee normally performs the job by selecting and following established standard operating procedures, guidelines, and/or policies as applicable to assigned duties. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others unless temporarily assigned to Fire Engineer or Fire Captain.

Complexity	Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Observing work site
Sitting	O	Desk work, driving
Walking	F	Around work site
Lifting	F	Supplies, equipment
Carrying	F	Supplies, equipment
Pushing/Pulling	F	Equipment
Reaching	F	For supplies
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, syringe
Kneeling	F	Fire suppression activities
Crouching	F	Fire suppression activities
Crawling	F	Fire suppression activities
Bending	F	Fire suppression activities
Twisting	F	Fire suppression activities
Climbing	F	Ladders
Balancing	F	On ladders
Vision	C	Reading, computer screen, observing work site, driving
Hearing	C	Communicating with co-workers and public by voice, radio, and on telephone

Talking	C	Communicating with co-workers and public by voice, radio, and on telephone
Foot Controls	F	Driving
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Fire suppression equipment, detectors, rescue tools, cameras, medical equipment, chainsaw, PPV, drills, lawn mower, edger, weedeater, boat, generator, computer, printer and related software.

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment	
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	
Electrical Hazards	W	Noise and Vibration	D	Shop	
Fire Hazards	W	Wetness/Humidity	D	Vehicle	
Explosives	W	Physical Hazards	D	Outdoors	X
Communicable Diseases	W			Other (see 2 below)	
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1) N/A
(2) Fire Station

PROTECTIVE EQUIPMENT REQUIRED:
Helmet, nomex hood, bunker coat and pant, rubber boots, gloves, SCBA, mask, traffic vest, hard hat, medical gloves, hearing protection, goggles, firearm, ballistic vest, infectious disease control kits, hazmat suit

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F

Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this revised and current job description and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date

_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date

_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: _____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so described in this position. This job description is subject to change as the needs and requirements of the job change.