



Firefighter/EMT Job Description

Department: Fire
Reports To: Fire Captain
Pay Grade: 11
FLSA Classification: Non Exempt
Approved by: Human Resources
Revision Date: January 1, 2018

SUMMARY

The Firefighter serves as a team member to carry out fire suppression and technical rescue, medical emergency response, fire prevention and hazardous material emergency response activities. The Firefighter also performs various maintenance activities on fire equipment and fire station facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to emergency and non-emergency situations including fires, medical injuries and illness; hazardous materials spills; technical rescues such as river, trench, rope rescues, and auto, train and aircraft extrication; false alarms; flooding; and other situations, and carries out specific assigned duties such as connecting hoses, operating equipment, emergency vehicle driving and operation, positioning ladders, rescuing victims, and providing basic life support care as allowed as an EMT.
- Directs volunteers at emergency situations when necessary, until additional responders arrive on the scene, or as assigned.
- Conducts fire prevention inspections of public buildings and local businesses requiring application of national fire codes and City standards. Works independently or as part of a team. Establishes relationship with building managers to effectively communicate fire codes and safety procedures.
- Identifies deficiencies, completes appropriate paperwork, references fire codes and notes explanations for property owners.
- Initiates corrective action according to established procedures.
- Creates rough drawings for every structure investigated and submits these to office staff to input into computer system.
- Conducts follow-up inspections and forwards violations to Fire Prevention Bureau.
- Maintains equipment in a state of readiness and performs maintenance to prolong the useful life of expensive equipment.
- Performs routine checks of equipment such as generators and air compressors, and records condition.
- Performs general fire station building and grounds maintenance as required.
- Cleans and services equipment following use in order to remove corrosive dirt, salt, etc. from equipment.
- Performs routine maintenance of equipment, hoses, hand tools and specialized equipment.
- Maintains personal protective gear and requests replacements when the functionality of equipment is compromised.
- Participates in and/or conducts training exercises, demonstrations and instruction to prepare for emergency situations.

- Provides on-the-job training, mentoring, and some work direction to new firefighters.
- Trains peers on any specialized training received.
- Performs public relations and education activities.
- Conducts fire stations tours.
- Gives presentations, demonstrations and instruction on fire and safety procedures to schools, community groups and other interested parties.
- Takes fire trucks to schools, block parties, and other events as scheduled.
- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
- Frequently interacts with others in the work unit, the public, vendors or across departments to exchange detailed and/or technical information.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- Approved state or national accredited (IFSAC or ProBoard) **Firefighter I & II** certification that conforms to NFPA 1001 (2008 or 2013 Standards).
- Current NREMT Certification as an Emergency Medical Tech (EMT) or ability to gain certification within 12 months of hire.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

Work involves response to unpredictable emergency situations for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medications, or hydration. While at emergency scenes, incumbent may have exposure to injury, trauma, blood-borne pathogens, traffic accidents, and visual and emotional trauma. Incumbent is required to take appropriate safety precautions and wear protective equipment. While wearing personal protective equipment, including SCBA, perform firefighting tasks (e.g. hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods. While wearing personal protective equipment, including SCBA incumbents must be able to stand, climb ladders, balance, kneel, stoop, crouch, crawl and reach; to walk or run on uneven surfaces; and to drag up to 200 pounds for a distance of 50 feet. There is fingering, grasping, feeling, talking, hearing/listening, seeing/observing, occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds. Moderate attention to detail and deadlines is required in completing reports and paperwork. Working 24 hour shifts is required, where sleep is frequently disrupted. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

There is regular exposure to very disagreeable working conditions such as fumes, fire, smoke, extreme weather conditions including ice, snow, extreme high and low temperatures, humidity, rain, dirt, mud. The work involves exposure to hazardous conditions such as toxic chemicals, slippery conditions, working in traffic areas and adverse road conditions. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee's Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.

Apparatus Operator/Driver Special Assignment

SUMMARY

The driver operator responsibilities are distinguished from that of a firefighter by the focus on apparatus operation to and at emergency scenes, although the work may also involve all duties performed by a firefighter.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives the apparatus when assigned and performs necessary vehicle and equipment checks.
- Drives assigned apparatus of fire vehicle to and from emergencies, determine appropriate route for timely response.
- Ensures equipment is on trucks, in working order, and ready for emergency calls; drives and operates fire trucks including placement of truck, operation of pump, etc.
- Maneuvers vehicles through heavy traffic.
- Utilizes lights, sirens, horns, and other signal devices to communicate to traffic and pedestrian oncoming emergency vehicles are en route.
- Maintains knowledge of road closures, out of service hydrants, and construction activities.
- Appropriately positions apparatus for optimal use of equipment.
- Participates in laying and connecting hoses.
- Operates pumps and controls, regulates water pressure, air pressure.
- Connects to a variety of water supplies from emergency vehicle.
- Maintains assigned fire apparatus in condition of readiness.
- Inspects, tests and maintains all equipment and tools carried by fire apparatus.

MINIMUM QUALIFICATIONS

- Two years of service with the West Fargo Fire Department.
- Successful completion of the West Fargo Fire Department Apparatus Driver/Operator Course.