

**FIRE DEPARTMENT**

**POSITION**

**DESCRIPTION**

**Class Title:  
Probationary Firefighter**

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## **POSITION DESCRIPTION**

Class Title: Probationary Firefighter/EMT/1st Responder

Department: Fire & Ambulance

Class: Volunteer Probation

Date: 06/20/2005

Location: Carlton, MN

### **GENERAL PURPOSE**

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

The firefighters are hired through the established hiring process and recommended to the Director of Public Safety for final approval by the City Administrator. These are paid on call positions. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous environments.

### **SUPERVISION RECEIVED:**

Works under the general guidance and supervision of the Emergency Management Director/Chief, 1st Assistant Chief, 2nd Assistant Chief, Captains, City Administrator, Deputy City Clerk and or City Council.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND LIMITED EMERGENCY RESPONSE DUTIES AS TRAINING PERMITS**

Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks if trained for this task.

Performs emergency aid activities including administering first aid and providing other assistance as required if trained for this task.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris if trained for this task.

Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer if trained for this task.

Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire if trained for this task.

Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure if trained for this task.

Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools if trained for this task.

Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and deodorants if trained for this task.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus if trained for this task.

Able to communicate with two-way communications systems if trained for this task.

#### **PERIPHERAL STAFF DUTIES**

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

Attends regular and assigned training sessions to maintain and upgrade firefighting skills.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs if trained for this task.

Maintains fire equipment, apparatus and facilities if trained for this task.

Performs minor repairs to departmental equipment if trained for this task.

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, hang and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment if trained for this task.

Is responsible for maintaining Personal Protective Equipment (PPE) per manufactures recommendations.

Presents programs to the community on safety and fire prevention topics if trained for this task.

#### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent with no specialized training.
- (B) No specific work experience level required.
- (C) 1st Responder, EMT-B, Firefighting classes helpful.

**Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of driver safety; working knowledge of first aid;
- (B) Ability to successfully learn the operation of the listed tools and equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, 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 extreme 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.

**SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire; and resident of the City of Carlton's Fire District or live within a 6 minute legal speed limit response time from the fire hall.
- (B) Must possess, or be able to obtain by time of hire, a valid State of Minnesota Class D Driver's License or higher without record of suspension or revocation in any state;
- (C) No felony convictions or disqualifying criminal histories. Assault, Sexual Abuse of any kind, Robbery/Theft, Embezzlement;
- (D) Ability to read and write the English language; and
- (E) Ability to meet Departmental physical standards.

**TOOLS AND EQUIPMENT USED**

Fire trucks and tanker, ambulances, fire apparatus, fire pumps, generators, hoses and nozzles, porta powers, chop saw, ventilation saw, chain saw, Hurst tools and associated equipment, SCBA, SCBA fill station and compressor, and other standard firefighting equipment, ground ladders, Heart Lung Resuscitator (HLR), Defibrillator, suction devices, oxygen delivery and fill stations, stair chair, cots, and other standard ambulance and emergency medical 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 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 disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, 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 quiet in office settings, and loud at an emergency scene.

#### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; background check; physical agility; pre-employment medical examination. Final selection will be made by the Emergency Management Director/Chief, appointees will be taken to the City Council for approval. NOTE: Appointees will be subject to completion of a standard probationary period of 6 months and 300 points. (See City of Carlton Fire and Ambulance Personnel Policy)

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
City Administrator

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_