

Rolla Rural Fire Protection District
Job Description, September 2017

Job Title: Firefighter (Full-Time)

Salary Grade: Grade 2 Level 6

General Statement of Job

Under general supervision, performs all duties of a firefighter, which includes fighting fires, salvage and overhaul, rescue work, and administering first aid. Completes regular training sessions and performs some maintenance work on the fire station and vehicles as required. Reports to the Lieutenants.

Specific Duties and Responsibilities

Essential Job Functions

Participates in the pre-planning and inspections of buildings and other structures in regards to fire safety.

Operate many different types of apparatus owned and used by the fire district.

Responds to a variety of calls to include but not limited to fires, motor vehicle accidents, rescues, assist ambulance and others as necessary.

Lays and connects hose lines, nozzles, and other related appliances, and turns water on and off as necessary; carries, puts up, and climbs ladders and operates a variety of rescue equipment as necessary.

Operates water pressure pumps and air cylinders as necessary.

Performs salvage work at fire and emergency scenes using salvage covers, vacuums, mops, squeegees, etc.

Performs ventilation by making openings in buildings, using exhaust fans or fog streams, power tools, hand saws, axes, etc.

Enters burning or contaminated buildings, structures, and other areas to fight fires and/or perform rescues while wearing protective clothing and safety equipment to include SCBA.

Assists with fire prevention programs throughout the district.

Administers first aid to the sick and injured, assists EMS personnel on emergency scenes as needed.

Remains responsible for the proper care, maintenance, and upkeep of equipment and apparatus including daily, weekly equipment checks, service testing equipment, recording and reporting mechanical failures or difficulties to supervisor, and performing minor maintenance on apparatus as necessary.

Assists in cleaning personal and station fire fighting equipment upon return to the station after an emergency call or practice drill.

Attends or leads regular training sessions to practice existing procedures and to learn and practice new fire fighting and rescue methods.

Cleans and maintains areas of the fire stations and other designated areas as assigned or used by department personnel as scheduled.

Prepare written reports on various types of calls

Performs other duties as assigned.

MINIMUM TRAINING AND QUALIFICATIONS

- A) High School diploma or GED
- B) Be Missouri State certified Firefighter I&II (IFSAC and Proboard included)
- C) Be Missouri State certified HAZMAT Awareness and Operations
- D) NIMS 100 and 700 Certifications

Prior to Employment, applicant must agree to the following:

- A) Being at least 21 years of age, and
- B) Possess, or able to obtain within 30 days of hire, a valid Missouri Drivers License, and
- C) Never have been convicted of a felony and any serious misdemeanor convictions within the last five years, and
- D) Have a satisfactory driving record, and
- E) Live within 30 road miles of the Rolla City Limits, and
- F) Be in good physical condition as determined by medical examination, and
- G) Have vision correctable to 20/30, and
- H) Possess thorough knowledge of the districts geography, laws, ordinances, rules and regulations within 6 months of hire date.
- I) Must be able to pass a drug screening

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of firefighting equipment, such as a hack saw, crescent wrench, wheel chocks, hydrant wrench, foam nozzle, salvage cover, straight tip and fog nozzles, ABC or water type extinguishers, etc. Must be physically able and licensed to operate a motor vehicle in the State of Missouri. Must be able to use body members to work, move, carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift, carry or pull weights of 200 pounds at least fifty feet.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information related to firefighting. Includes giving assignments and/or direction to peers.

Language Ability: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well modulated voice.

Intelligence: Requires the ability to learn and understand complex principles and techniques related to firefighting; to make independent judgements in absence of supervision; to acquire knowledge of topics related to the position of Firefighter.

Verbal Aptitude: Requires the ability to record and deliver information to superior officers; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, shape, visually with firefighting equipment and tools.

Motor Coordination: Requires the ability to coordinate hands and eyes in using fire fighting tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, including fire fighting equipment and tools, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have above average levels of eye/hand coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people (i.e. staff, management, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency situation, such as motor vehicle accidents, fires, etc.

Physical Communication: Requires the ability to talk and/or hear: (talking, expressing or exchanging ideas by means of spoken words). (Hearing or perceiving nature of sounds by ear).

Performance Indicators

Knowledge of Job: Has considerable knowledge of the policies, procedures and methods of the department. Has considerable knowledge of the State and local laws, regulations and ordinances as they pertain to the specific responsibilities a firefighter. Has a thorough knowledge of modern fire suppression and basic emergency medical principles, practices, and equipment. Has thorough knowledge of the geography of the district and is able to carry out complex oral and written instructions. Has the ability to drive district vehicles and operate fire fighting equipment. Is able to maintain good physical conditioning in order to perform strength and agility tasks. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Knows how to operate various firefighting equipment as required in the completion of daily activities. Has the ability to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Is able to use independent judgement and discretion in the performance of routine and non-routine activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to use independent judgement in a wide array of circumstances from routine tasks to extremely critical situations. Has the ability to work in stressful, high-risk conditions.

Firefighter

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibility. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains a high quality communication with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Function" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time - off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self -starting approach to meet job and responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with the minimum of supervision.

Judgement: Exercises analytical judgement in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with the prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisor instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with district, policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the district.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all district employees. Develops and maintains cooperative and courteous relationships with the district employees, supervisors and staff members in other departments, representatives from organizations, and the public so as to maintain good will towards the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes

the importance of maintaining a positive image within the department. Interacts effectively with peers, Lieutenants, Captain, Battalion Chief, Assistant Chief and Fire Chief, elected officials and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.