

City of Colfax Job Description

TITLE: FIREFIGHTER

DEPARTMENT: Fire Department

REPORTS TO: Fire Services Administrator **GRADE:** One/Two

MAJOR FUNCTION AND PURPOSE: Acts as part of a team to furnish fire protection, fire prevention and protection of life and property to the people of the community; maintains readiness, of both self and equipment, to respond to any non-criminal emergency; carries out directives of superiors; and adheres to City of Colfax operational policies, safety rules and procedures.

SUPERVISION RECEIVED: Works under the direct supervision of the Fire Services Administrator and, in an emergency situation, the Fire Chief.

SUPERVISION EXERCISED: Supervises volunteer firefighters

SPECIFIC DUTIES AND RESPONSIBILITIES: Responsibilities include but are not limited to the following:

RESCUE: Insures safety of rescuers, victims and bystanders; operates the "Jaws of Life;" performs vehicle and equipment extrication; maintains ability to tie Fire Service knots; maintains knowledge and ability to carry an unconscious victim down a ladder.

FIRST RESPONDER: Performs training in medical education in order to stay prepared; gets to the scene quickly and safely in all kinds of weather; insures safety at scene and assists in the control of activities at the scene; gains access to patient, using tools when necessary; performs initial patient assessment and emergency care; disentangles, extricates and transfers patient without causing additional injury; complete records and reports; maintains knowledge of infectious disease control and utilizes universal precautions when exposed to body fluids.

FIRE SUPPRESSION: Performs as a driver/pump operator, nozzle person or hydrant person; performs ventilation, forcible entry and search and rescue at a fire scene; performs training hours to keep certifications; performs aerial ladder operations; maintains a current Emergency Vehicle Accident Prevention certificate.

TRAINING: Performs routine and special fire drills and training; receives and implements instruction on all phases of fire fighting, fire prevention and education; supplements OJT with study of the drill manual, SOPs and other literature; trains volunteers on their drill night.

VEHICLE AND EQUIPMENT MAINTENANCE: Repairs minor breakdowns; adjusts and cleans power tools such as chainsaws; inspects tools and equipment for flaws;

follows testing procedures for pumpers, ladders and hose; performs daily and weekly vehicle checks.

HAZARDOUS MATERIALS OPERATIONS: Recognizes and identifies hazardous materials; performs evacuations if necessary; controls and cleans up low level hazardous materials; performs decontamination procedures.

PUBLIC EDUCATION: Performs station tours; discusses fire prevention and 911 with children at local schools; performs fire extinguisher classes.

FIRE PREVENTION: Performs pre-fire plans; informs children about "Stop Drop and Roll" and having a pre-fire plan for their own home; becomes familiar with streets and area locations.

BUILDING MAINTENANCE: Paint when needed; clean building; shovel snow; perform light carpentry; change light bulbs.

PUBLIC REATIONS: Performs free blood pressure tests for the public; keep a neat and clean appearance. Provides information to, collects information from and coordinates projects and activities with the public and the Fire Department staff.

OTHER DUTIES: As assigned.

MINIMUM QUALIFICATIONS: Must be 21 years old or older; have a high school diploma or GED and one to three months position related experience and/or training; possess or be able to attain a valid state driver's license without record or suspension or revocation in any state; no felony convictions or disqualifying criminal histories within the past seven years; must be a US citizen; must be able to read and write the English language and meet the minimum medical and physical entrance requirements as established by the Colfax Civil Service Commission. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to calculate figures and amounts such as interest, percentages, area, circumference and volume and apply the concepts of basic algebra and geometry; ability to learn the operation of fire suppression and other emergency equipment, to apply standard fire fighting, 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.

Skill in the operation of tools and equipment: emergency fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radio pager, personal computer and telephone.

Ability to act effectively in emergency and stressful situations, follow verbal and written instructions, communicate effectively orally and in writing, establish effective working relationships with employees and other agencies and the general public and to meet the special requirements listed above.

PHYSICAL REQUIREMENTS: Must be able to lift up to 100 pounds; is required to stand, walk, use hands to finger, handle or operated objects, tools or controls, reach with hands and arms. Is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. Specific vision abilities required include close vision, distance vision, color and peripheral vision, depth perception and the ability to adjust focus. Must be able to function while wearing full protective clothing including a self contained breathing apparatus and must be able to climb and perform fire fighting tasks from ladders including a 100 foot aerial.

WORK ENVIRONMENT: Regularly works in outside weather conditions and occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. Noise level is usually moderate except during emergency or fire fighting activities when noise levels may be loud.