TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Firefighter/EMT

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Protects life and property by performing .firefighting, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties. Maintains fire equipment, apparatus, . and facilities.

The firefighters are hired through the established hiring process. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous conditions.

**SUPERVISION RECEIVED**

A Firefighter/ EMT works under the close supervision of a Company Officer.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs firefighting ·& rescue activities including, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Performs salvage operations such as throwing ·salvage covers, sweeping water, and removing debris:

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

Selects, drags, lifts and carries hose and nozzle depending on the type of emergency, and correctly applies a stream of water or chemicals onto the hazard.

Positions and climbs ladders to gain access to upper levels of buildings to assist individuals from burning structure.

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

Protects property from smoke and water damage using ventilation & salvage covers.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.

Communicates with two-way communications systems.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as ii relates to the Departments budget and operations.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Participates in all Department in-service trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

**PERIPHERAL DUTIES** at direction of the Company Officer;

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light 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, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

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

**DESIRED MINIMUM QUALIFICATIONS**

**MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

1. 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 during strenuous or peak physical effort during emergencies, 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 REQUIRMENTS**

(A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**

(B) A valid Montana Driver's License;

(C) No felony convictions or disqualifying criminal histories within the past seven (7) years;

(D) Ability to obtain CPR for Healthcare Providers Certification within 6 months of hire;

(E) Ability to read and write the-English language; and

(F) Ability to meet Departmental physical standards.

**SPECIAL REQUIRMENTS-INTERIOR FIREFIGHTER STATUS**

(A) Must meet the requirements and qualifications set forth in this job description and;

(B) Successfully complete· ·the requirements of the Ravalli Fire Training Cooperative Firefighter Academy or equivalent and;

(C) Successfully pass on an annual basis the Candidate Physical Ability Test (CPAT) held by the Department.

**TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment and supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, rescue 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk and hear; 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 climb or balance; -stoop, kneel, crouch, crawl, and 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 or limitations 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, loud noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee 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.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville 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.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_