

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Firefighter / Engineer**
Department: **Fire**

FLSA Status: Non-Exempt
Union Status: Represented
Updated: July 2015

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Protects life and property by performing firefighting, emergency medical aid, hazardous materials identification, fire prevention and public education duties. Maintains fire and medical equipment, apparatus and facilities. Work requires the ability to perform strenuous and peak physical efforts in intense life-threatening conditions for prolonged periods of time under conditions of extreme heights, intense heat and smoke, or cold temperatures.

SUPERVISION RECEIVED:

Appointed by the Fire Chief (with City Manager approval) and works under the general supervision and direction of the Fire Captain. Supervision may be extended to a Command Officer during incident response and emergency situations. Work is reviewed through personal conferences and evaluations, oral and written reports, and department meetings reflecting results of projects assigned.

SUPERVISION EXERCISED

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, reserve, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Performs firefighting activities including, but not limited to: driving and operating fire engines, aerial apparatus and ambulances; operating pumps and related equipment; laying hose; and performing fire combat, containment and suppression tasks.

Performs emergency medical aid activities including, but not limited to: administering medical aid at EMT-D level or above in accordance with training and certification requirements. Provides other assistance as required.

Maintains discipline and adheres to all policies, procedures, and guidelines. Carries out duties in conformance with federal, state, county and city laws, ordinances and regulations.

Follows all applicable safety rules and procedures including use of respirators/SCBA and other specialty and safety equipment.

Works confidentially and with discretion at all times.

Participates in and/or conducts drills, attends classes in firefighting, emergency medical aid, hazardous materials and related subjects.

Operates radios and other communications equipment.

Participates in the inspection of buildings, hydrants and other related structures for fire prevention programs.

Accurately and thoroughly completes all reports, forms and other required documentation according to established deadlines using the Emergency Reporting System and/or other established reporting system.

Presents programs to the community on safety, medical and fire prevention topics.

Completes ongoing shift work, project work, fire prevention activities, public education programs and public service assistance as assigned by the Fire Captain or Fire Chief.

Maintains, checks and tests fire and medical equipment, apparatus and facilities. Performs minor repairs to departmental apparatus and equipment.

Performs general maintenance work in the upkeep of the facilities and equipment. Cleans and washes floors; cares for grounds around station, makes minor repairs, washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, communications, and training programs, fighting fire, emergency medical response and hazardous materials activities.

Performs salvage operations including, but not limited to throwing salvage covers, sweeping water and removing debris.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

- Orientation and skills training required during probationary period.
- Required training and continuing education classes to maintain EMT-D certification or higher.
- Required training and continuing education classes to maintain Paramedic certification, once achieved.
- Required medical monitoring for respirator/SCBA use and hearing tests.
- Washington State Emergency Vehicle Accident Prevention (EVAP) certification (as scheduled by the City)

Responds to citizen requests for services or information within the scope of authority and knowledge; and refers inquiries to appropriate departments/divisions/individuals.

Responds to the public in a courteous, respectful manner.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self-motivation in accomplishing assigned tasks and duties.

OTHER JOB FUNCTIONS:

Maintains regular, reliable and punctual attendance.

Often required to work long hours and for extended periods of time between meals and breaks.

Assists in department supervisory and administrative activities as assigned.

Assists in supervising and training new and reserve firefighters as required.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Attends meetings, conferences, training and events as necessary.

Travels within the city as well as out of town for conferences, training or other functions.

Reviews professional literature and remains current on developments related to firefighting, emergency medical aid, hazardous materials identification and fire prevention.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

Licenses, Certifications and Other Requirements:

Must be 21 years or older at time of employment.

Must possess current Washington State Firefighter 1 (or higher) certification or equivalent from another state accredited firefighter training program.

Must possess current Washington State EMT-D (or higher) certification or equivalent from another state accredited training program.

Current State or National certification as a Paramedic is highly desirable but not required.

Prior firefighting experience and/or current EMT certification at a level higher than EMT-D is desired but not required.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

Must be U.S. Citizen or provide current documentation of eligibility to work in the United States.

Applicants selected to continue on in the evaluation process must successfully complete written and physical ability tests as coordinated and scheduled by the City.

Must successfully satisfy a background investigation including review of criminal history. **Note: Applicants with a history of any level of felony conviction at any time are ineligible and will not be considered for this position.** At the discretion of the employer, certain misdemeanor convictions may also cause an applicant to be considered ineligible for this position.

Must be medically and mentally fit and capable of performing the required work, including while wearing a respirator/SCBA. Finalists must successfully complete a psychological and medical evaluation and pre-placement drug test prior to official offer of employment.

Knowledge Of:

Driver safety and first aid.

Computers and electronic data processing, including Microsoft Office Suite.

Skilled In:

Operating listed tools and/or equipment.

Ability To:

Learn the operation of fire suppression and other emergency equipment.

Apply standard firefighting, emergency medical aid, hazardous materials, fire prevention and public education techniques.

Act effectively in emergency and stressful situations.

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups.

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations and maintain a non-judgmental attitude towards others.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Emergency medical aid unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment including, but not limited to: ladders, medical aid equipment, radios, pagers, personal computers and telephones.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: stand or sit (stationary position) walk, run (move, traverse); use hands/fingers to handle or feel (operate, activate, use prepare, inspect place, detect, position); climb (stairs/ladders); balance (ascend/descend, work atop, traverse); stoop, bend, kneel, crouch or crawl; talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information); see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) taste/smell (detect, distinguish, determine); push or pull; reach with hands and arms; perform repetitive movements/motion.

Specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination and manual dexterity are necessary to operate tools and controls.

Work requires the ability to perform strenuous and peak physical efforts for prolonged periods of time, often under very adverse conditions. The employee must regularly perform Heavy or Very Heavy Work – exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

The employee will be required to wear respirator/SCBA and maintain respirator/SCBA medical clearance. The employee must be clean shaven or have limited facial hair growth to meet State and Federal requirements for proper mask seal.

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 at the fire station and at any location within the city and surrounding areas with possible exposure to Hazards and Atmospheric Conditions including:

- Fumes, dust and smoke
- Extreme temperatures (hot and/or cold)

- Burn hazards and potential explosions
- Inclement weather, wet and/or excessive humidity
- High, unstable and/or precarious locations including moving waters
- Confined spaces
- Unsanitary conditions and exposure to body fluids and/or other potential sources of bloodborne diseases
- Noise (usually moderate but may be extreme at times, including sirens)
- Vibration
- Mists or gases
- Mechanical hazards and moving parts
- Toxic or caustic chemical hazards
- Electrical hazards and risk of shock
- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Traffic and vehicle hazards
- Physical confrontation with potentially aggressive or hostile victims or other individuals

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
