
JOB DESCRIPTION

Job Title: Firefighter

Class: 415

FLSA Status: Non-exempt

EEOC Category: Protective Service

Department: Fire

Pay Group: 09

Reports To: Lieutenant

Objective

To protect residents and property from fire and to provide emergency medical services at the scene of an accident or illness.

General Statement of Duties

To protect residents and property from damage of fires and to provide Emergency Medical Services at the scene of an accident of illness.

Essential Duties and Responsibilities

1. Responds to alarms.
2. Participates in fire suppression, protection, and rescue.
3. Assists Lieutenant with daily fire operations.
4. Attends Fire and EMS classes for certification advancement.
5. Drives fire truck to fire scenes and maintains vehicle in a state of readiness.
6. Connects supply lines, operates fire pump and other fire suppression apparatus.
7. Assists in the rescue, entry, ventilating, and salvage work at fire scenes.
8. May administer appropriate life support/first aid.
9. Performs clean up and overhaul work after the fire is extinguished.
10. Assists in maintenance, minor repair, and clean up of fire and emergency medical equipment, firefighting apparatus, station and grounds.
11. Participates in fire inspection and prevention activities.
12. Inspects and maintains fire hydrants.
13. Participates in continuing training and instruction by department.
14. May complete various reports, as required.
15. May use computer to update various logs and lists.
16. Responds to fire alarms while off-duty.
17. Performs such other duties as may be assigned.

Supervisory Responsibilities

None

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

2. **Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with emotional topics.
3. **Customer Service** - Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.
4. **Interpersonal Skills** - Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
5. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
6. **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
7. **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.
8. **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
9. **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
10. **Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
11. **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
12. **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
13. **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

14. **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
15. **Adaptability** - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
16. **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

Required Knowledge, Skills and Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Familiarity and ability to operate power tools and small machinery.

Physical Ability

Tasks involve the ability to stand, walk and sit for extended periods. The ability to use hands to finger, handle or feel and to reach with the hands and arms. The ability to climb or balance and to stoop, kneel, crouch or crawl. The ability to talk or hear and the ability to taste or smell. The ability to lift, carry, push or pull heavy objects or materials (up to 100 pounds), sometimes involving heavier objects or materials (over 100 pounds).

Sensory Requirements

Tasks require visual and sound perception and discrimination and the ability to communicate orally.

Environmental Factors

Tasks may risk exposure extreme weather conditions, working near moving mechanical parts, working in high, precarious places, exposure to fumes, airborne particles, toxic or caustic chemicals, there may be a risk of electrical shock or radiation, and possible work with explosives. Work environment is typically loud.

Experience and Training

High school diploma or general education degree (GED); or one to three months related experience and/or training.

OR

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Certificates and Licenses Required

Texas Fire Commission – FF Certification

Texas Department of Health – EMT-I Certification

Valid Texas Commercial driver license Class B