

Position Description

Job Title: Firefighter

Department: Fire Department, City of Big Spring

Salary: \$40,479.71 - \$46,685.18 DOE*

*Additional pay is provided for those employees that hold certificates from the Texas Commission on Fire Protection (TCFP) and/or the Department of State Health Services (DSHS).

SUMMARY OF JOB RESPONSIBILITIES:

This position is responsible for suppressing fires and maintaining fire apparatus and equipment. This position is also required to serve as an Emergency Medical Technician (EMT) after completion of EMT certification.

MINIMUM QUALIFICATIONS

- Must be a high school graduate or possess a GED Equivalency Certificate.
- Must have reached at least eighteen (18) years of age as of the date of the written test and not have reached thirty-six (36) years of age as of the date of appointment .
- Must be able to read, write and speak English.
- Must possess a valid state issued driver's license and, on date of hire or within three (3) months of date of hire, must have obtained a Commercial Texas Driver's License, either a Class A or Class B, for the type of vehicle or equipment operated.
- If applicable, you must submit a Form DD-214-4 (long form) to verify an honorable or general discharge under honorable conditions from the military.
- Must receive a minimum passing grade of seventy percent (70%) on the Civil Service written examination for an entry level firefighter.
- Applicants must satisfactorily complete the physical agility course set out by the department in one (1) attempt.
- Must pass a comprehensive background investigation and not have any of the disqualifiers established by the department.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Texas Commission on Fire Protection to obtain certification as a Firefighter.
- Ability to obtain appropriate state Emergency Medical Technician (EMT) certification within twelve (12) months of the date of hire (DOH) and maintain certification(s) through continuing education throughout employment with the City.
- The Commission on Fire Protection Personnel Standards and Education may not certify an applicant as eligible for a beginning position with the fire department unless the applicant meets all legal requirements necessary to become eligible for future certification.

Applicants who pass the entry level Civil Service written examination and the physical agility test will be placed on the department eligibility list. Fire department eligibility lists remain active for a period of one (1) year. The City Manager will make appointments from the current eligibility list unless there is a valid and verifiable reason why the applicant should not be appointed. Any applicant on the eligibility list whose DSHS or TCFP status changes must notify the City of Big Spring Human Resources department, in writing, and supply a copy of a current DSHS or TCFP certificate.

ESSENTIAL TASKS (include but are not limited to the following)

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Assists and/or participates in training exercises to maintain certification(s).
- Assists in hydrant, plug and line maintenance.
- Washes, cleans, fuels and services assigned vehicles, equipment including water pumps; disinfects assigned vehicle and equipment after each use of the assigned vehicle(s).
- Requests repairs and service of apparatus and equipment as necessary.
- Completes necessary local paperwork including reports; maintains departmental files and records.
- Ensures that an adequate inventory of supplies is aboard emergency vehicles through regular checks.
- Ensures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Responds to sites of life threatening or other emergency medical situations.
- Extrication of victims of accidents, when necessary.
- Renders emergency and life-saving medical assistance to those in need.
- Transports injured or sick persons to the appropriate care facility.
- Inspects buildings; completes pre-fire plans.

- Inspects the working condition of fire equipment on a daily basis.
- Performs housekeeping and grounds keeping duties at the station.
- Provides fire safety information and educational programs to school, church and civic groups.
- Performs other related tasks/duties as assigned by the chain of command.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION

- Experience sufficient to thoroughly understand the work of the position and be able to answer questions and resolve problems.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work in addition to basic skills typically associated with a high school education or GED.
- Knowledge of basic emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care and ventilation and other CPR techniques.
- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge and skill in the operation and use of fire equipment and apparatus.
- Knowledge of fire suppression and rescue techniques.
- Knowledge of hazardous materials.
- Knowledge of hydraulics and fire streams.
- Knowledge of State and local fire codes.
- Knowledge of radio communications.
- Knowledge of streets and other local geography.
- Knowledge of universal precautions relating to infection control.
- Skill in driving in emergency situations.
- Skill in extrication techniques and equipment.
- Skill in oral, verbal and written communication.
- Skill in patient assessment.
- Skill in the administration of emergency medical techniques and the use of specialized equipment.
- Skill in the use of a computer.

SUPERVISORY CONTROLS

The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include State laws, medical protocol, city ordinances, building codes and departmental rules, regulations, policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPETENCIES

An employee's performance will be evaluated based on the following competencies: job knowledge, teamwork, customer service, flexibility, and work ethic.

COMPLEXITY

The work consists of duties related to fire suppression, fire equipment operation, patient care and transportation. The variety of emergency situations encountered at fire scenes and the need to determine appropriate medical procedures for a wide variety of situations contributes to the complexity of the work.

SCOPE AND EFFECT

The purpose of this position is to suppress fires and administer emergency medical care to victims as an agent of the physician. Successful performance helps ensure the protection of life and property by ensuring the timely arrival of personnel and equipment.

PERSONAL CONTACTS

Contacts are typically with co-workers, other city employees, other emergency service providers including but not limited to hospital personnel, victims of accidents and their families, students and the general public.

PURPOSE OF CONTACTS

The purpose of contacts is typically to exchange information, resolve problems and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. At emergency scenes, the employee must lift light, heavy and very heavy objects, climb many types of ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

WORK ENVIRONMENT

The work is typically performed at a station house except while at a fire or emergency scene. At a fire scene, the employee may be exposed to EXTREME noise, dust, dirt, irritating chemicals, inclement weather, extreme temperatures and hazardous situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.