

CITY OF MARSHALL
Job Description

POSITION TITLE: Firefighter	DATE: 05/13/2019
DIVISION: Public Safety—Fire Department	FLSA STATUS: Non-exempt; Paid On-Call
ACCOUNTABLE TO: Fire Chief	UNION STATUS: NA

SUMMARY OF POSITION

Under the direction of the Fire Chief and general supervision of the department officers (Asst Chief, Captain or Lieutenant), the Firefighter is responsible for the care, operation, and condition of fire apparatus. Provides the City with prevention and mitigation of emergencies and disaster, through proper planning, public education, and code enforcement to protect life and property. Responds to emergencies involving fire, medical, rescue, and environmental concerns. Provides skilled work in fire prevention, fire suppression, rescue, emergency medical treatment, and recovery programs. Work may include driving fire, rescue, and emergency medical vehicles, operating fire apparatus and equipment, fighting fires, performing various rescue activities, and basic emergency medical activities. Work also includes the performance of routine duties in the maintenance and upkeep of the fire station, vehicles, and equipment.

The firefighter participates in fire training and manipulative drills, the study of fire fighting science and techniques, and the study of emergency medical knowledge and skills. Firefighters are subject to work in a higher capacity as an acting officer.

The Firefighter is deemed essential to the daily operation of the Marshall Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promptly and efficiently, responds to the fire station regardless of time of day for various types of emergencies such as fires of all types (building, trash, automobile, wild land, etc.), accidents, medical emergencies, hazardous material releases, and natural disasters.
2. Drives and operates fire and emergency medical vehicles in emergency and non-emergency situations. Operates a variety of power and hand operated equipment; lays, connects, and handles supply and attack hoses; holds nozzles and directs water and chemical streams to ensure fire extinguishment; ensures that proper water pressure is available; ventilates burning buildings; placing, raising, climbing, and lowering ground ladders of various lengths; uses a variety of portable extinguishers, hand tools, and related equipment; performs overhaul and salvage operations, removes debris.
3. Performs search and rescue operations at the scene of a fire, automobile accident or other emergency; provides extrication from entrapment of all types; administers first aid to injured or sick persons and stabilizes patients as needed or directed by paramedics, hospital staff, and/or emergency physicians; assists in transport of injured or sick persons to appropriate medical facility. Maintains scene preservation for fire or police investigations.
4. Operates and maintains department self-contained breathing apparatus (SCBA); dons and uses a SCBA during both emergency and non-emergency operations; conducts daily, weekly, and monthly safety and performance checks on SCBA's as mandated by OSHA and NIOSH.
5. Daily, weekly, monthly, and annually, inspects, tests, cleans, and maintains equipment and vehicles; reports safety hazards or maintenance problems to an officer; performs regularly scheduled preventive maintenance on vehicles and equipment; performs building maintenance and general custodial work at the fire station and other department facilities.
6. Conducts community fire prevention and safety education classes including facility tours, giving lectures, presentation of videos, and displaying fire apparatus and equipment.
7. Attends meetings, training programs, and certification classes as required; participates in continuous training in fire suppression, prevention, and drill exercises; participates in emergency medical training to maintain required certifications.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

MINIMUM QUALIFICATIONS:

- A. High School Diploma or General Education Degree (GED).
- B. Must be 18 years of age or older.
- C. Must live within a six (6) minute travel/response time while obeying all traffic laws and speed limits to the Marshall Fire Station located at 201 East Saratoga Street.
- D. Must possess, or be able to obtain by time of hire, and maintain a valid Minnesota Driver's License without driving privilege limitations. The driver's license must have no suspensions or revocations for driving-related offenses within the two-year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.
- E. Must be able to meet the physical requirements as identified in this job description and on the Physical Requirements and Working Conditions Supplemental Job Description Information form.

- F. Must successfully pass City administered physical agility testing, physical examination, stress test, and pulmonary function test as a condition of continued employment.
- G. Must meet or exceed minimum response and training requirements.
- H. Must complete the following courses within 2-years of hire: Firefighter I Certification, Firefighter II Certification, First Responder Certification, and Hazardous Material Response—Operations Level.
- I. Must have ability to complete the required National Incident Management System Certifications within two years of hire.
- J. Special pre- and post-employment requirements:
 - Must successfully pass City administered pre-employment physical agility test, physical examination, stress test, drug and alcohol test, and pulmonary function test.
 - Must successfully pass a criminal history background check with no felony convictions or disqualifying criminal history.
 - No person employed full or part-time by any law enforcement agency, ambulance service, hazardous materials team, other emergency response team and/ or department, nor non-exempt employees of the City of Marshall shall be eligible for membership on the Marshall Fire Department. This is to provide maximum personnel and eliminate any conflict of interest between agencies.
 - Must obtain in writing, permission to leave their place of employment from employer to participate in fire and emergency situations.

DESIRABLE QUALIFICATIONS

NA

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of first aid and resuscitation techniques and their application.
- Ability to learn operating and mechanical principles of fire apparatus and equipment, and medical equipment; demonstrate mechanical aptitude.
- Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.
- Knowledge of the geography of the city and the ability to become familiar with all roadways and highways, major traffic and fire hazards.
- Ability to react quickly, calmly, and professionally while under pressure in emergency situations.
- Ability to work effectively and efficiently as a member of a team, and understand and follow detailed oral and written orders without resistance and with full intention to comply effectively and promptly.
- Ability to communicate with two-way communications systems.
- Ability to use discretion and sound judgment in emergency situations and the care, condition, and use of department apparatus, equipment, supplies, and facilities.
- Ability to operate and enter data into a computer terminal, personal computer, or other keyboard device. Produce written documents using proper grammar and punctuation.
- Establish and maintain cooperative relationships with those contacted in the course of work and perform in a manner that protects the interests of the city and the department.
- Ability to maintain balance and safely work at considerable heights such as ladders, roofs of houses, or office buildings under both emergency and non-emergency conditions.
- Ability to learn and identify situations that are immediately dangerous to life and health.
- Ability to learn the risks involving in firefighting and emergency medical incidents.
- Ability to work independent of direct supervision.
- Ability to read and speak English. This requirement relates to fire command situations and is necessary for employee safety.
- Ability to maintain confidentiality of all private and/or confidential information as a result of personnel actions, meetings, drills, and emergency calls.
- Responsible for maintaining a personal level of physical fitness to maintain the ability to perform minimum required job skills.
- Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with superiors, other employees, and the general public; must be capable of controlling his/her own impulses or emotions to at least an average degree so as to ensure the safety of the public.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

Works under the close supervision of the Fire Chief, or designee.

PROBLEM SOLVING

The problem solving and decision making challenges to the Firefighter vary from incident to incident in that every scene is a different work setting, unique in its location, weather conditions, participants, injuries, and hazards that is performed in a time-sensitive, high-stress situation. In most cases, immediate action is required to mitigate the emergency scene, causing the Firefighter to be flexible and adaptable to changing conditions.

Other problem solving situations include non-emergency work during contact with citizens and co-workers. Incumbent Firefighters may mentor and direct the performance of newly assigned personnel.

ACCOUNTABILITY

Firefighters are responsible for following all lawful orders and are accountable to all positions and ranks above him/her. They are also accountable for completing dangerous tasks in dangerous environments to mitigate emergencies, as well as providing compassionate, quality service to the community and its citizens. Firefighters are also responsible for maintaining an inclusive, non-threatening work place with and for their peers.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those an employee encounters and 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 to perform the essential functions.

The Firefighter must perform duties in office, household and emergency scene environments. The Firefighter performs during daylight and night hours for extended periods with little rest or sleep. He/she operates in adverse weather conditions, natural disasters, extreme heat or cold, dense smoke, toxic or explosive atmospheres, extreme heights, structurally weakened buildings, confined space, traffic hazards, building, wild land, trash, and automobile fires, and with patients posing severe infectious disease hazards (e.g. tuberculosis, hepatitis, AIDS) to health.

The firefighter must be able to make quick, lucid decisions during physically and mentally stressful situations. The amount of hazardous exposure time varies with the number of emergency incident responses, non-emergency activities, and assigned companies. Firefighters must maintain knowledge, skills, and abilities consistent with National Fire Protection Association (NFPA) 1001, Standard for Firefighter Professional Qualifications.

Firefighters are required to be On-Call 24-hours per day, including weekends and holidays, and may be required to work extended periods of time with little or no notice. Due to the varied and unpredictable nature of the work, firefighters may also be required to work under the following conditions: wearing protective gear, carrying appropriate tools, and wearing self-contained breathing apparatus, weighing a combined total of up to or over 100 pounds, while performing emergency duties. Firefighters are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.

While performing emergency medical assistance and rescue activities, a firefighter may lift and carry victims and move equipment requiring the use of stomach and back muscles. Firefighters are required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques. The tools used by a firefighter require precise arm-hand-eye coordination and movements, such as when operating a chain saw or rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously.

Emergency situations may require firefighters to work in small, cramped crawl spaces, areas where vision is limited, and/or at extreme heights including rooftops or on ladders. A firefighter must be able to distinguish among colors including the color of smoke and flame in order to determine the type or source of the fire, or to identify other potentially dangerous situations. Firefighters may be assigned to a special operational team that exposes them to additional life-threatening hazards and dangers.

The fire service is paramilitary in nature and firefighters during emergency operations receive orders, which must be carried out promptly and without question, unless detrimental to their personal safety and welfare.

The firefighter job entails regular exposure to dangerous situations under disagreeable conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, exposure to dangerous situations with medical emergencies, long shifts, and requires the ability to wear and work in fire department breathing apparatus for extended periods of time.

See also attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

Physical Requirements and Working Conditions
Supplemental Job Description Information

Position Title: Firefighter **Department:** Marshall Fire Department

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. 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.

Weight to be Lifted Or force to be Exerted

	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activities

	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Exposure to Environmental Conditions

	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Visual Acuity

No special vision requirements	<input type="checkbox"/>
Close vision	<input checked="" type="checkbox"/>
Distance vision	<input checked="" type="checkbox"/>
Ability to adjust focus	<input checked="" type="checkbox"/>
Depth perception	<input checked="" type="checkbox"/>
Color perception	<input checked="" type="checkbox"/>
Night vision	<input checked="" type="checkbox"/>
Peripheral vision	<input checked="" type="checkbox"/>

Vocal Communication

Expressing or exchanging ideas by means of the spoken word	<input checked="" type="checkbox"/>
Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.	<input checked="" type="checkbox"/>

Hearing Perception

Ability to recognize information at normal spoken word levels.	<input checked="" type="checkbox"/>
Ability to receive detailed information through oral communications and/or to make fine distinctions in sound	<input checked="" type="checkbox"/>

Sensory Utilization

Preparing and analyzing written or computer data	<input type="checkbox"/>
Visual inspection involving small defects and/or small parts	<input checked="" type="checkbox"/>
Use of measuring devices	<input checked="" type="checkbox"/>
Assembly or fabrication of parts within arms length	<input checked="" type="checkbox"/>
Operating machines	<input checked="" type="checkbox"/>
Operating motor vehicles or equipment	<input checked="" type="checkbox"/>
Observing general surroundings and activities	<input checked="" type="checkbox"/>

Typical Noise Level

Very Quiet (e.g. park trail, storage or file room)	<input type="checkbox"/>
Quiet (e.g. library, private offices)	<input type="checkbox"/>
Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic)	<input checked="" type="checkbox"/>
Loud Noise (e.g. heavy traffic, large earth-moving equipment)	<input checked="" type="checkbox"/>
Very Loud Noise (e.g. jack hammer work, garbage recycle plant)	<input checked="" type="checkbox"/>