

City of Windsor Heights

Firefighter Recruit

Department: Fire Department
Reports To: Chief of Police / Fire Services
FLSA Status: Part-time, Non-exempt, Paid-per-call (POC)
Written By: Dennis McDaniel
Approved By: Brett Klein
Council Review and Approval on June 1, 2015

Summary Description:

Incumbent will receive exposure to call-outs from home/work on a regular basis and safely responding to emergencies. These activities will be completed under the direction of other certified/credentialed employees performing pre-hospital care, fire suppression activities, rescue, damage control and property preservation. The Firefighter Recruit will gain perspective on the mission of the Fire Department through assignment to a duty crew rotation and regularly shadowing fire/EMS personnel in a limited role. Persons assigned to the status of "Recruit" will be vetted and prepared to attend/attending the Fire Academy while actively participating in the calls and training of his/her assigned duty crew.

The Recruit will apply abilities limited to the scope of his/her training that protects life, property, and the environment from fire; be exposed to specialized rescue and emergency medical services; observe containment and control of accidental or illegal/intentional release of hazardous materials; may shadow fire code compliance inspections, rental inspections, and learn about pre-planning. The incumbent will join in efforts to promote health and safety of the department and community through education and delivery of community-based programming and tours. The Recruit performs tasks under direct supervision of a company officer, duty officer, or designee based upon standard operating procedures and established protocols and directives.

The Recruit shall assist department personnel in maintaining a state of readiness of facilities and equipment through scheduled inspections, testing and maintenance; may operate and perform general maintenance on specialized fire department apparatus and equipment as appropriate. The Recruit shall build and enhance skills by participating in drills and training sessions; clean and maintain fire department /city facilities; perform related work as assigned.

Appointment/Selection:

Selection is made by a hiring committee of fulltime, part-time, and paid-per call members of the fire department. Final appointment shall be made by the Chief of Police & Fire Services after appropriate background investigation, physical and drug testing. Selection shall be based upon merit and potential.

Knowledge, Skills, and Abilities:

- Ability to learn the principles and practices of fire suppression and emergency medical services.

- Ability to acquire knowledge of fire protection systems, water supply considerations, building construction, and combustible and flammable material properties and considerations.
- Ability to acquire knowledge of various hazardous materials and the principles, practices and techniques utilized in their containment and control.
- Ability to acquire knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Ability to acquire knowledge of the principles, practices and techniques of fire control and extinguishment.
- Ability to acquire knowledge of the principles, practices, and techniques utilized in rescue operations.
- Ability to acquire knowledge related to the practice of out-of-hospital emergency medical care.
- Ability to acquire knowledge of and the ability to safely work with general and specialized tools and equipment used in various fire suppression and emergency medical service programs and projects.
- Ability to operate department equipment proficiently, including the safe driving operations of all department vehicles.
- Ability to acquire knowledge and general understanding of modern fire and emergency medical practices and the ability to perform with supervision - fire safety inspections, code enforcement related to the job, and rental inspections.
- Ability to read and comprehend complex rules, regulations and procedures and to recall / apply them often under adverse conditions.
- Ability to remain calm and exercise judgment under emergency conditions.
- Ability to perform complex tasks with intense concentration during life-threatening situations for extended periods of time.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with the public, elected officials, City employees, and contractors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to be adaptable to changing conditions.

- Ability to support cultural diversity and sensitivity; furthers opportunities to recruit, develop and retain a diverse workforce, and promotes teamwork.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapts to changing priorities.
- Possess the level of judgment and stamina necessary to complete all tasks.

Essential Functions (The following is a list of typical duties of a Firefighter/EMT-Basic and is not meant to be exclusive or inclusive. The Recruit will be trained to these standards):

- Responds to fire and rescue calls and performs patient care, fire suppression, rescue, and ventilation in compliance with the department's SOPs and directives on a scheduled and unscheduled basis.
- Operate hand and specialized power tools and equipment while wearing personal protective equipment to suppress fires, rescue and extricate victims.
- Provides emergency medical care to patients under current protocols as authorized by the department Medical Director up to the individual level of certification.
- Safely operates ambulances and first response units within the guidelines set forth by the department.
- Promotes departmental policies, procedures, objectives, safety, infection control and quality assurance programs.
- Follows written Standard Operating Procedures and verbal directives as applicable to emergency medical services for the department.
- Shall complete, or ensure completion, and properly file required forms of the department.
- Participates in quality assurance initiatives through critiques and debriefings.
- Initiates and assists in developing and implementing improvements identified by a quality assurance program.
- Cleans and/or decontaminates apparatus and equipment as outlined in the department's Exposure Control Plan and applicable Standard Operating Procedures.
- Interacts effectively, professionally, and tactfully with the general public and all participating agencies, dispatch, and law enforcement.
- Conducts educational and public relations activities in health and fire safety.

- Other duties as directed.

Experience and Training:

- Must be 18 years of age.
- High school diploma or equivalent.
- Must have the ability to read and write the English language.
- Have never been convicted of a crime of moral turpitude; deferred judgments of indictable offenses shall be evaluated on a case-by-case basis; simple misdemeanor convictions other than traffic offenses shall be examined for pattern of behavior and/or character concerns.
- Is not addicted to drugs or alcohol.
- Has normal eyesight which is correctable to 20/20 and color and field of vision are normal; normal hearing in each ear.
- Must be of good moral character.
- Possess and maintain Iowa Class C driver's license showing no pattern of habitual driving violations within the last thirty-six (36) months.
- CPR certified within thirty (30) days of appointment.
- Successfully complete and maintain department provided Iowa Firefighter I and Hazardous Materials Operator certifications; certification as Iowa Firefighter II and EMT-Basic preferred.
- Possess and maintain a valid Iowa Class D Chauffeur's license within ninety (90) days of hire.
- Must be able to pass and maintain physical abilities test and medical physical clearance.
- Must be able to wear heavy and restrictive protective clothing / gear and operate while wearing self-contained breathing apparatus (SCBA) equipment.
- Must reside/work within eight (8) minutes response time of the public safety building.
- Must be willing to sign reimbursement agreement for certifications provided.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Full protective gear and self-contained breathing apparatus.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extrication equipment, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.
- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein 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 a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate/high noise exposure of Fire Department machinery and equipment.
- Frequently sit, stand, walk, run, dodge, jump, balance, bend and lift, grasp, push, pull, squat, twist, crouch and kneel – sometimes with equipment or victims and within confined spaces.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, and staff using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual whenever possible.

- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, uninsulated or unshielded electrical and medical hazards, microbiological hazards, infectious agents, sharp objects, vibration, smoke, radiation hazards, noxious odors, weather elements, oil and grease, stressors, possible burn injuries and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency mitigation and critical incident situations.
- Work in extreme heat (over 400 degrees Fahrenheit), sub-zero temperatures, extreme fluctuations in temperature, wet and muddy areas, icy areas, slippery and uneven surfaces, and confined spaces or cramped body positions.
- Performs work at heights of 100 ft. or more.

Interaction with Other Department/Staff:

- The position requires a significant degree of communication and collaboration with other fire department staff and a moderate degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

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

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	Chief of Police / Fire Services	Date

The City of Windsor Heights is an Equal Opportunity Employer.