

POSITION DESCRIPTION

Position Title: Firefighter
Department: Fire
Division: Firefighting
FLSA: Non-Exempt
Retirement: KP&F
Effective Date: June 14, 2022

GENERAL PURPOSE

General duty firefighting and rescue work on a regular 24 hour shift. Firefighting is the protection of life and property by combating, extinguishing, and preventing fires. An employee in this class performs specialized firefighting and rescue duties under emergency conditions frequently involving considerable physical danger.

SUPERVISION RECEIVED

Works under the general supervision of the Captain and/or Acting Captain. Work is performed under the direct supervision of superior officers but requires thorough individual understanding of firefighting and rescue methods. Work is reviewed by observation of fire department officers.

SUPERVISION EXERCISED

May assist to coordinate, instruct, or supervise the work of new recruits or other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed)

Fire Suppression and Rescue:

- responds to alarms, enters burning buildings, operates nozzle, pumps, aerial devices, hand-held fire extinguishers, and/or other firefighting and emergency response equipment as directed
- rides apparatus, lays and connects hoses to hydrants
- may drive fire apparatus to and from fires
- directs fire streams and extinguishes fire in a wide variety of situations
- removes persons from danger and gives first aid to injured persons as needed
- performs salvage operations during and after fire
- performs various rescue and medical assistance duties which may include removing victims from occupancies filled with heat, smoke or toxic gases, and freeing victims from trapped vehicles
- some of the specific hazards the employee will be exposed to and functions employee must perform are:
 - operates both as a member of a team and independently at incidents of uncertain duration;
 - spends extensive time outside exposed to the elements;
 - tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot, cold, and humid atmospheres while wearing equipment that significantly impairs body cooling mechanisms;
 - experiences frequent transition from hot to cold and humid to dry atmospheres;
 - ability to use manual and power tools;
 - operates both manual and automatic transmission vehicles;
 - relies on senses of sight, hearing, smell, and touch to help determine nature of emergency, maintain personal safety and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation

Training

- attends and participates in formal and phased intensive training and instruction sessions in firefighting and rescue methods, first aid, and other fire department activities
- learns city streets, hydrant locations, water supply systems, high risk buildings, and other facilities of the City of Leavenworth
- participates in the department's physical fitness program

Maintenance and Repair

- does routine housekeeping and maintenance duties at the fire station or in connection with fire equipment
- responsible for assisting in maintenance of fire equipment, apparatus, and quarters.

Inspections

- participates in fire inspections as a member of a fire crew

Peripheral Duties

- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage
 - Performs more technical and specialty work, in fire investigations, public education, or similar functions, as time and training permits
 - Assists in administrative activities as assigned
 - Assists in training new employees as assigned
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- Receives and relays fire calls and alarms. Operates radio and other communication equipment.
 - May perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Be at least 18 years old at time of appointment.
- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Must not have been convicted of any felony or misdemeanor crimes of a violent nature.
- IFSAC Firefighter I and II Certification at time of appointment.
- Haz-Mat Operations level at time of appointment.
- Kansas EMT-B or Paramedic certification at time of appointment and must retain a minimum of Kansas EMT-B level certification for the duration of employment.
- Candidate Physical Abilities Test (CPAT) Certification within the last 12 months **and** Fire Service Entrance Exam (FSEE) with a score of 70% or better within the last 24 months at time of application. (Copies of both must be attached with application to be eligible for consideration.)

SPECIAL REQUIREMENTS

Must successfully attain department certified Relief Driver status within 18 months of hire date.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Required to: acquire knowledge of modern firefighting methods, hydraulics, fireground and rescue techniques, first aid, and related matters;
- gain knowledge of the geography, hydrant locations, water supply systems, and high risk buildings and facilities of the City of Leavenworth;
 - withstand heavy physical activity during stressful situations;
 - control emotions and actions in stressful situations;
 - respond quickly and logically on the fire ground;
 - become familiar with the Rules and Regulations Manual, Standard Operation Procedures, Safety Manual, and other pertinent information relating to the Fire Department and/or City; and
 - acquire knowledge of City Ordinances relating to the fire department, fire code enforcement and inspection areas.

DESIRABLE QUALIFICATIONS

- IFSAC Driver/Operator Certification.

TOOLS AND EQUIPMENT

Employee must acquire a working knowledge of:

- emergency medical apparatus (ambulance), fire apparatus, fire pumps, hoses, and other standard fire fighting and rescue equipment, ladders, radio, personal computer, etc.

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

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, crouch, kneel, or crawl; talk or hear, and smell. Other physical demands include:

- works in wet, icy, or muddy areas;
- wears personal protective equipment weighing approximately 50+ pounds while performing other tasks;
- performs physically demanding work while wearing full protective equipment;
- works for long periods of time, requiring sustained physical activity and intense concentration;
- comes in contact with grotesque sights and smells associated with major trauma and burn victims;
- makes rapid transitions from rest to near maximal exertion without warm-up periods;
- operates in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces;
- performs a variety of tasks on slippery, hazardous surfaces such as roof tops or from ladders

The employee must also frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise in the work environment is usually moderate, except during certain fire fighting and rescue activities when the noise levels may be high.

JOB LOCATION

Firefighters are assigned to one of the fire stations. However, temporary transfers to other stations will occur.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: physical agility test, written and/or practical examination, oral interview; job related testing; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

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.

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

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date