

CITY OF TOPPENISH
Class Specification

Title:	FIREFIGHTER	Department:	Fire
FLSA Status:	Non-exempt	Reports To:	Fire Chief (REV. 01-01-2009)
		Effective Date:	December 2007

General Summary

Respond to fire, medical, life, and/or property threatening emergencies using approved and accepted emergency management procedures and techniques. Drive emergency vehicles. Participate in mandatory related training. Participate in Safety inspections and testing. Assists in the maintenance of department equipment, facilities and vehicles. Prepare reports and maintain records and files. Answer phones and provide guidance to customers. Reports to a Fire Chief.

Essential Functions/Major Responsibilities

Respond to fires, emergency medical incidents, accidents, weather related hazards/emergencies, etc.

Operate a variety of firefighting equipment such as pumps, ladders, hoses, nozzles, bars, hooks, lines, etc.

Operate a variety of emergency medical equipment.

Provide basic life support to injured or ill persons.

Participate in a variety of training, drills and classes to maintain personal proficiencies.

Perform pre-emergency fire inspections of buildings and facilities.

Write reports and prepares records and files.

Inspect, test, maintain, and clean equipment and facilities.

Make safety presentations to various segments of the community.

Secondary Functions

Maintain station facilities and grounds.

Perform other related duties as assigned.

Job Scope

Position encounters frequent new and varied work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. Normally operates from established and well known procedures, but at times determines own practices and procedures. Operates independently with minimal supervision. Work is normally checked or verified by Fire Chief. Errors in work or judgment could cause injury or death to others, adversely affect property, or cause monetary loss. Decisions are made within prescribed departmental operating guidelines. Often works alone until other assistance arrives.

Supervisory Responsibility

This position does not have supervisory responsibilities.

Interpersonal Contacts

Contacts are normally made with others both inside and outside of city government. Close contacts are made with police, public works and residents of the City. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city residents/customers and are generally face-to-face or via the telephone. Contacts are made at the request of customers or Fire Chief.

Specific Job Skills

Possess a sound knowledge of the operation of emergency fire and medical equipment, computers, radio communication equipment, etc. Possess a thorough knowledge of accepted rules, regulations and procedures regarding emergency fire and medical procedures and techniques. Possess the ability to analyze a variety of complex situations and make quick logical decisions. Possess good written and verbal communication skills. Ability to read, speak, write and understand English. Ability to operate a variety of motor vehicles. Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Physical activities require the ability to exert a high level of energy at time, the ability to stand, bend, reach, sit, stoop, walk, kneel, feel, handle, grasp, and to keyboard. Also possess the physical abilities to talk and hear.

Education and/or Experience

Position requires a high school level education or equivalent and successful completion of firefighting recruit school. Emergency Medical Technician certification, Emergency Vehicle Accident Prevention and Incident Safety Officer certifications are preferred.

Job Conditions

Position requires the ability to lift and carry one hundred pounds, to climb on uneven surfaces, to operate power tools and to wear 100 pounds of extra equipment. Ability to work in dark, hot and smoke-filled spaces. Job may require substantial overtime, evening meetings and to be in an “on-call” status. Job involves heavy lifting and exposure to hazardous situations.

APPROVED:

William C. Murphy, City Manager

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