

# POSITION DESCRIPTION

City of Monett

Monjob66bp

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**JOB TITLE:** Fire Fighter

**DEPARTMENT:** Monett Fire and Rescue

**SALARY RANGE:** Payroll – Level 7

**IMMEDIATE SUPERVISOR:** Captain, Lieutenant

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## ESSENTIAL FUNCTIONS

- I. Operator, Fire Fighter, Rescue, EMS and HAZMAT Activities 50% of Time
  - A. Responds to emergency incidents, assists on occasion in making a determination regarding manpower requirements and regarding the best route to scene assuring for timeliness, safety, and avoidance of obstacles.
  - B. Connects to hydrant; on occasion, makes proper connections on truck, operates the panel assuring that pressure and water flow are adequate to accommodate the entire need of the emergency.
  - C. Makes an estimation regarding the equipment and supplies that will be required and makes them readily available for use.
  - D. Assists in the “break down” of the removed equipment and supplies. Assists with the replacement of all equipment used in operation and assists with the cleaning of all equipment used assuring for timeliness, completeness and thoroughness.
  - E. Assists with completing a visual inventory of the truck assuring that all equipment and supplies are present and that the truck is completely ready and on-line for the next incident.
  - F. Maintains an awareness of the location of fire hydrants throughout the city.
  - G. Enters the scene; assists with the determination of the best course of action assuring for accuracy, safety, and timeliness.

- H. Assists with the implementation of the plan of action assuring for full compliance with all related departmental procedures, safety procedures, and to minimize the loss of life or property.
- I. Leads, and/or participates with other firefighters on interior attack assuring for compliance with all related departmental procedures, safety procedures, and to minimize the loss of life or property.
- J. Makes mid-course modifications and adjustments to accommodate the unfolding elements of the emergency assuring for accuracy and timeliness.
- K. Makes determinations and advises regarding the security of the emergency scene and advises the captain. Receives captain's authorization to exit scene.
- L. Operates the aerial apparatus vehicle if necessary.
- M. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- N. Assume the role of the officer in charge when needed, assuring for professionalism.
- O. Responds to emergencies in surrounding areas as required by the department.

II. Cleaning and Maintenance Activities 15% of Time

- A. Maintains an awareness of the schedule of the cleaning and maintenance requirements of the fire station and grounds.
- B. Assembles the required tools and supplies, safety equipment, etc. to complete the activities assuring for completeness.
- C. Completes the activities on the schedule assuring for accuracy, timeliness and safety.
- D. Cleans the tools used and conducts any required maintenance steps and replaces assuring for completeness and safety.

- E. As required, notifies the appropriate person regarding the need for equipment or supply replacement or repair.
- F. Conducts preventative maintenance activities as scheduled, including fire hydrant upkeep, fire station, apparatus, etc.
- G. Troubleshoots, diagnoses problems and repairs and installs equipment (vehicles, fire station, etc.) when necessary.

III. Training Activities 10% of Time

- A. Develops or receives the curriculum assignment and gathers the necessary equipment and supplies to conduct or attend class.
- B. Participates or leads the training activity assuring for professionalism. Completes any follow-up required.
- C. Attends and completes outside seminars, programs, etc. as assigned assuring for professionalism.
- D. Maintains required certifications.
- E. Assists with preplanning for response to emergencies for residential and industries.

IV. Fire Prevention and Public Relation Activities 10% of Time

- A. Assists in conducting station tours, seminars, demonstrations, and talks regarding the need for fire safety and prevention, the use of extinguishers, evacuation procedures, etc. assuring for professionalism and the best possible PR for the department and City.

V. Dispatch Activities 15% of Time

- A. Receives emergency calls from Monett and surrounding areas and determines appropriate response, assuring for timeliness.
- B. Researches, determines membership, provides directions to the incident, and provides assistance when necessary.

- C. Coordinates and communicates with other city, county or state departments and divisions, assuring for clear and concise communication.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

### **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Above Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Ability to obtain a valid driver's license.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Must live within six miles of Monett.
- ◆ Must have an awareness of all streets in the city.
- ◆ Must have an awareness of the address system.
- ◆ Must have an awareness of hydraulics and friction loss.
- ◆ Must have an awareness of aerial apparatus.

## **MENTAL EFFORT**

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch