

CITY OF UNALASKA

Position Description

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| Job Class: Non-exempt | Job Title: Fire Fighter I |
| Supervisor: Fire Chief | Department: Public Safety |
| Wage Grade: 9 | Full Time/Part Time: Full Time |
| Probationary Period: 1 Year | Union: PSEA |
| DEPARTMENT REVIEW | |
| Submitted By: <i>[Signature]</i> | Date: <i>6/18/03</i> |
| Reviewed By: <i>[Signature]</i> | Date: <i>6/18/03</i> |
| HR Approval: <i>[Signature]</i> | Date: <i>6-25-03</i> |

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/ extensive background investigation with no felony or misdemeanor convictions related to weapons, assault, controlled substances or theft within the past 10 years. Arrests without conviction may be considered for purposes of establishing qualification.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

When was the last time this position description was updated? Date: **05-2003**

What is the overall purpose and objective of this position (why does this position exist)?

Protects life and property by performing fire fighting duties, administering emergency aid,

mitigating hazardous materials situations and performing fire prevention duties.
Maintains Fire and EMS apparatus, equipment and facilities.

Explain the level of supervision received: **Receives direct supervision from the Fire Chief.**

Explain the level of supervision this position provides: **Direction and oversight for Volunteer Fire and EMS Volunteers during Emergency Incidents.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Functions as a Senior Firefighter / Command Officer in response to fire incidents.**
2. **Functions as an EMT in response to ambulance requests.**
3. **Maintains records detailing maintenance and service of department facilities, vehicles, equipment and tools.**
4. **Responsible for preventative maintenance of department facilities, Vehicles, equipment and tools.**
5. **Responsible for testing and record keeping for all fire department engines, hose and SCBA units.**
6. **Responsible for servicing and testing portable fire extinguishers.**
7. **Responsible for preparing Pre-Fire Planning Surveys.**
8. **Assists with the training of Fire and EMS personnel.**
9. **Directs Volunteer Fire and EMS personnel during emergency incidents.**

Does this position have access to confidential information? Yes **X** No If yes, please provide detail. **This position has access to confidential information as a result of working closely with other divisions within the Department of Public Safety.**

Does this position have access to or handle City funds? Yes No **X**
If yes, please provide detail.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No If yes, please explain. **It is important that the incumbent be able to communicate fluently in English. This position interacts with the other members of the Fire Department, Public Safety, City employees and the general public. Report writing skills and experience working with word processing computers is essential.**

What are the minimum qualifications necessary for this position?

- ✓ **High school diploma or equivalent.**
- ✓ **Valid Alaska Drivers License.**
- ✓ **Two (2) years experience with a paid and/or volunteer fire department as a fire fighter.**

The fire fighter works on a daily basis in an environment in which they must interact with police officers, EMT's, other staff and the public. These daily interactions must always be positive to meet department and City of Unalaska goals and directives.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? **Yes.**

If so, please provide detail: **State of Alaska Fire Fighter I Certificate, State of Alaska Emergency Medical Technician I Certificate, State of Alaska, Alaska Level III Fire Extinguisher Technician Certificate, State of Alaska Commercial Drivers License. Re-certification for all required certificates and licenses. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes **X**
No _____ If yes, please explain: **Occasional extremely hazardous conditions. Extreme effort often required in dealing with fire or other dangerous elements. Work environment is often extreme with long hours, working in inclement weather to include cold, heat, wind, rain, snow. In addition to night work, working in high noise areas, around moving parts and machinery, in elevated places. Occasionally exposed to noxious fumes, airborne particles, blood and airborne pathogens, toxic or caustic materials, risk of electric shock, vibration and working in confined spaces. Emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

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|-------------|---|-------------|---|
| a. Standing | X | 40% of time | Fire fighting and equipment maintenance |
| Walking | X | 40% of time | Fire fighting and equipment maintenance |
| Sitting | X | 20% of time | Fire fighting and equipment maintenance |
| b. Lifting | X | 150 lbs. | Fire fighting and equipment maintenance |
| Carrying | X | 150 lbs. | Fire fighting and equipment maintenance |
| Pushing | X | 150 lbs. | Fire fighting and equipment maintenance |
| Pulling | X | 150 lbs. | Fire fighting and equipment maintenance |

What are the preferred qualifications for this position?

- ✓ **State of Alaska Fire Fighter I Certificate.**
- ✓ **State of Alaska Emergency Medical Technician I Certificate.**
- ✓ **Alaska Level III Fire Extinguisher Technician Certificate.**
- ✓ **State of Alaska Commercial Drivers License.**
- ✓ **Experience in the operation and/or maintenance of small engines, general gas or diesel vehicles and minor building maintenance is desirable.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- ✓ **Knowledge of fire fighting and EMS procedures, practices and techniques.**
- ✓ **Knowledge of testing, maintenance, inspection and operation of fire department apparatus, equipment and tools.**
- ✓ **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- ✓ **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- ✓ **Strong written and oral communication skills, problem-solving skills, and interpersonal skills.**
- ✓ **Ability to maintain professionalism under pressure.**
- ✓ **Ability to obtain State of Alaska Fire Fighter I Certificate at time of hire or within six months of being hired.**
- ✓ **State of Alaska Emergency Medical Technician I Certificate at time of hire or within 12 months of being hired.**
- ✓ **Ability to obtain Alaska Level III Fire Extinguisher Technician Certificate within 1 year of employment.**
- ✓ **Ability to obtain State of Alaska Commercial Drivers License within 1 year of employment.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- ✓ **Must have basic knowledge of portable radio operations and be able to communicate clearly over a radio.**
- ✓ **Knowledge of computers in a Windows environment.**
- ✓ **Must be able to operate a motor vehicle.**

Check any of the following factors that are important to successful performance in this position:

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|----------------------|---|----------------------|---|
| Problem Solving | X | Bilingual | o |
| Analytical Ability | X | Interpersonal Skills | X |
| Communication Skills | X | Dexterity | X |

Describe the requirements of this position which make these factors important:

Must be able to face problems under stressful conditions and be able to use common sense and good judgment in absence of supervisor. Expected to use analytical skills, communication skills, and dexterity to help in stressful situations where time is critical.

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| 2. Climbing | X | Fire fighting and equipment maintenance |
| Balancing | X | Fire fighting and equipment maintenance |
| 3. Reaching | X | Fire fighting and equipment maintenance |
| Handling | X | Fire fighting and equipment maintenance |
| 4. Stooping | X | Fire fighting and equipment maintenance |
| Kneeling | X | Fire fighting and equipment maintenance |
| Crouching | X | Fire fighting and equipment maintenance |
| Crawling | X | Fire fighting and equipment maintenance |
| 5. Speaking | X | Fire fighting and equipment maintenance |
| Hearing | X | Fire fighting and equipment maintenance |
| 6. Seeing | X | Fire fighting and equipment maintenance |
| Depth Perception | X | Fire fighting and equipment maintenance |
| Color Vision | X | Fire fighting and equipment maintenance |

HISTORY SUMMARY

- 12-01 Included probationary period on page one. Removed "Department Head" and replace with "Director" approval. Removed percentages from job responsibilities on page 2. Included current drug testing and certifications and licenses to remain current. Changed from wage grade 8 to 9. Included emergency or non-traditional work hour language. Never approved/completed.
- 05-03 Change "Fire Fighter" to "Command Officer" on page #2 Position Responsibilities. Add a line 9 to read. Supervises Fire and EMS Volunteers during emergencies. Second sentence under the explanation of supervision - replace "Supervision" with "Oversight" and delete "All" in this same sentence. Removed incumbent, included probationary period, added "Selection Guidelines." Minor formatting and language changes.