



Job Description – City of Groves

Job Title: Firefighter
 Department: Fire Department
 Reports to: Fire Chief
 Pay Grade:
 FLSA Category: Non-exempt
 Schedule: 24 on-48 off
 Date Revised: August, 2021

BRIEF DESCRIPTION OF THE JOB:

This is skilled firefighting work in combating, extinguishing and preventing fires to protect life and property. Work also involves operation and custodial maintenance of fire department equipment, apparatus and quarters. Employees learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as fire, heat, smoke and cramped surroundings. Work is usually performed in accordance with explicit instructions and well-defined procedures under the command of the Shift Captain or Lieutenant. Work is reviewed in progress and upon completion.

ESSENTIAL DUTIES AND LEVEL OF STRENGTH EXERTED ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Essential Job Duties
H	Responds to fire alarms, lays and connects hose, operates nozzles, directs fog and water streams, operates fire apparatus.
H	Responds to Automatic and Mutual Aid incidents to other cities or other mutual aid assistance calls outside the city, and operates on scene under the Unified Command System.
H	Responds to Emergency Medical Assistance calls as a first responder, administers basic first aid, life support, uses an automatic defibrillator when needed, and performs these tasks until relieved by the Primary Responder.
M	Conducts annual inspections and maintenance of Fire Hydrants within the city, and logs flow and maintenance data into the computer.
H	Conducts annual testing of fire hose, apparatus, and other equipment and logs testing and maintenance information into the computer.
H	Raises and climbs ladders, uses chemical lines and extinguishers, uses axes and similar tools to ventilate buildings and expose hidden fire areas.
H	Operates a variety of rescue equipment, hydraulic tools, apparatus and other necessary hand tools to perform salvage and overhaul, rescue operations, and similar functions necessary to protect life and property at an emergency incident.
H	Participates in post fire salvage operations such as removing and covering household articles, mopping up water to reduce water damages, and removing debris from the fire area to assist in overhaul operations.

M	Performs general maintenance work in the upkeep of the fire station, grounds, equipment, fire apparatus, and other associated equipment used in the day to day operations of the Fire Department.
L	Assists with Fire Prevention programs for the public, conducts training classes for businesses or other organizations in the city, assists with pre-fire planning activities, assists in fire inspections of businesses within the city, and inputs this information into the computer.
L	Participates in a continuing program of training and instruction to maintain required firefighter certifications, and learning new technology on firefighting techniques and equipment
L	Drives and operates a variety of Fire Fighting apparatus

OTHER DUTIES:

Due to the nature of this job, other duties may be performed in the course of protecting life and property from other hazards which may affect the community.

NECESSARY KNOWLEDGE, ABILITIES, & SKILLS:

- Chosen applicants will have to pass a physical agility test of firefighting skills and ability.
- Knowledge of modern firefighting principles, practices and procedures including hydraulics.
- Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities.
- Knowledge of the physical layout of the City, including fire hydrant and street locations in the district to which assigned.
- Successful completion of courses in basic firefighting and/or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:
- Knowledge of modern firefighting principles, practices and procedures including hydraulics.
- Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities.
- Knowledge of the physical layout of the City, including fire hydrant and street locations in the district to which assigned.
- Knowledge of first aid and rescue procedures.
- Ability to drive and operate all emergency and motor vehicles.
- Ability to operate hand tools used during suppression activities, including power saw, axes, ventilator fans and forcible entry tools.
- Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment and tools.
- Ability to communicate over the radio and telephone and express ideas clearly during suppression activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to advance charge hand lines horizontally and vertically, and effectively operate the nozzle.
- Ability to deploy and climb ground ladders.
- Ability to operate apparatus and establish a water supply.
- Ability to perform salvage and overhaul operations.
- Ability to enter data into the computer.
- Ability to establish and maintain effective working relationships with others.
- Ability to obtain and maintain continuing education hours required for renewal of certification as a Fire Fighter as defined by the Texas Commission on Fire Protection Standards and Education and Texas Department of Health.

EDUCATION AND EXPERIENCE:

- High school diploma or GED
- A combination of experience and training which provides the knowledge and abilities necessary to perform the duties outlined would be helpful
- Must be at least 18 years of age to make application

CERTIFICATES AND LICENSES REQUIRED:

- Possession of a valid Texas Driver License. Ability to obtain a Class B exempt (non-CDL).
- Basic Certification as Firefighter by the Texas Commission on Fire Protection Personnel Standards and Education required and must be able to maintain certification.
- Emergency Medical Technician Basic Certification or higher from the Texas Department of State Health Services.
- Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

- Considerable exposure to harsh weather conditions when responding to emergency calls.
- Exposure to hazardous chemicals and other products of combustion during suppression activities.
- Exposure to blood-borne pathogens and other medical hazards

TOOLS AND EQUIPMENT USED:

Fire suppression equipment, detectors, rescue tools, cameras, medical equipment, chainsaws, PPV, forcible entry tools, drills, lawn mower, edger, weed eater, generators, computers and other equipment necessary to perform the duties outlined

DESCRIPTION OF PHYSICAL DEMANDS TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB AND PERCENTAGE OF TIME SPENT ON EACH:

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	Walking or standing on paved, unpaved or other surfaces while performing duties of firefighting and medical response
Sitting	O	Entering data into the computers, report writing, and other similar activities
Lifting/Carrying	F	Lifting and carrying equipment and materials during emergency response and maintenance of the station and grounds, and training
Pushing/Pulling	F	Physical activities performed in suppression operations, salvage/overhaul operations and other required duties
Reaching	F	Reaching for equipment off apparatus at emergency scenes
Fine Dexterity/Handling	F	Operating a variety of hand tools, motorized tools, and metering tools
Crouching/Crawling	F	Crawling and crouching during search and rescue and suppression operations.

Twisting	F	Physical activities performed during suppression, station maintenance, and Emergency Medical call duties
Kneeling/Bending/Twisting	F	Physical activities performed during suppression, station maintenance, and Emergency Medical call duties.
Climbing	F	Climbing stairs, ladders, and fire equipment
Vision	C	Driving apparatus, reading meters, working on computer, and observation at emergency scenes
Hearing/Talking	C	Communicating with co-workers, public by voice, radio, and telephone without reasonable accommodations.
Foot Controls	F	Driving a variety of apparatus

DESCRIPTION OF NON-PHYSICAL DEMANDS AND PERCENTAGE OF TIME SPENT ON EACH:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F__time pressures

F__irregular schedule

F__frequent change of task

F__tedious exacting work situation

F__performing multiple tasks simultaneously

F__emergency situations

F__danger/physical abuse

F__noisy/distracting environment

F__working closely with others as part of a team

other: _____

Applicant Notes:

- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Groves is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications and a signed Job Description Form are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Firefighter. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____