



## Job Description – City of Groves

Job Title: Firefighter  
 Department: Fire Department  
 Reports to: Fire Chief  
 Pay Grade: 103  
 FLSA Category: Non-exempt  
 Schedule: 24 on-48 off  
 Date Revised: January 30, 2024

### **BRIEF DESCRIPTION OF THE JOB:**

This is skilled firefighting work in combating, extinguishing, and preventing fires to protect life and property. Work also involves the 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 under 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.).

<b>Strength Exerted</b>	<b>Description of Essential Job Duties</b>
H	Responds to fire alarms, lays, and connects hoses, operates nozzles, directs fog and water streams, and 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, and 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 during an emergency incident.
H	Participates in post-fire salvage operations such as removing and covering household articles, mopping up water to reduce water damage, 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 learn 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 while protecting life and property from other hazards that may affect the community.

**NECESSARY KNOWLEDGE, ABILITIES, & AND 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 that 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 saws, 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 firefighter as defined by the Texas Commission on Fire Protection Standards and Education and the 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 an application.

**CERTIFICATES AND LICENSES REQUIRED:**

- Possession of a valid Texas Driver's License. Ability to obtain a Class B exemption (non-CDL).
- Basic Certification as a Firefighter by the Texas Commission on Fire Protection Personnel Standards and Education is 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 Fire Department is identified by the city to be part of the Emergency Management Response Team (EMRT) before, during, and/or after any emergency or disaster. EMRT 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 computers, and observation at emergency scenes
Hearing/Talking	C	Communicating with co-workers and, the 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 are required, and a substance abuse policy is 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 conditions as described.

**Employee Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_