



HUMAN RESOURCES DEPARTMENT
POSITION DESCRIPTION

TITLE:	Firefighter	LAST UPDATED:	October 17, 2016
DEPARTMENT:	Fire	JOB CLASS:	
REPORTS TO:	Fire Lieutenant	FLSA DESIGNATION:	Non-Exempt

Summary: Perform a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous materials incidents, fire prevention, fire inspections, administration, and other special assignments as required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties shown in this description and may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Responds to emergency and non-emergency calls for service.
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by Texas Department of State Health Services certification, established medical protocols, and standard operating procedures.
- Secures safety of the incident scene.
- Determines medical status and priority of medical treatment.
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients.
- Follows established universal health precautions in the treatment and care of patients.
- Inspects, tests, cleans and maintains station facilities, grounds, equipment, apparatus and hydrants as needed.
- Conducts inspections of businesses to identify possible fire or life safety hazards and educates business owners in fire prevention.
- Participates in daily training exercises and instruction to increase performance.
- Responds to requests and inquiries from the general public, other Department personnel, and other City departments.
- Interprets and explains City and Department policies and procedures to the public.
- Maintains all activity and material usage logs.
- Maintains inventory of medical supplies/equipment and fire equipment/supplies for assigned station and apparatus.

Other Important Duties:

- May be required to work day or shift and non-shift schedules including weekends, holidays, on-call and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends staff meetings as required.
- Conducts public education activities that may include, but is not limited to: Citizen's Fire Academy, children's birthday parties, block parties, station tours, Fire Prevention week and patient care.
- Must learn streets and routes within the city and surrounding areas to include the location of medical facilities to ensure expeditious response times.

- Attends scheduled training necessary to maintain EMT-Basic or Paramedic certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or Medical Control Physician.
- Travels to conduct fire and life safety inspections, provides CPR and First Aid instruction and attends meetings, conferences and training.
- Performs related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of emergency medical services and protocols
- Knowledge of ambulance operation principles and practices
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations.
- Knowledge and skill associated with operating specialized communication equipment.
- Knowledge of safe work practices and procedures.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation.
- Skill in effective oral and written communications.

Required Education, Experience and Certifications:

- High school diploma or GED certificate
- Certification as an EMT-Basic or Paramedic through the Texas Department of State Health Services.
 - *Employees hired as an EMT may be required to attend and successfully complete a Paramedic training program, pass the National Registry Paramedic certification exam and maintain Paramedic certification with the Texas Department of State Health Services and remain authorized to function as a Paramedic by the Medical Director. If the employee currently possess Paramedic certification through the Texas Department of State Health Services, he/she will be eligible to receive Paramedic certification pay and must maintain their certification through the Texas Department of State Health Services and remain authorized to function as a Paramedic by the Medical Director.*
- Certification as a Basic Structural Firefighter through the Texas Commission on Fire Protection.
- Current on all Texas Department of State Health Services medical continuing education requirements related to EMT-Basic or Paramedic certification.
- Current on all Texas Commission on Fire Protection continuing education requirements related to Basic Structural Firefighter certification.
- Must successfully complete all medical control requirements to perform as a EMT-Basic with the Frisco Fire Department.
- Must possess a valid Texas Class B Exempt driver's license within six (6) months of employment
- Must maintain a satisfactory rating on annual performance evaluation reports
- Must pass pre-employment drug screen, physical, physical agility, psychological evaluation, polygraph test, criminal background and MVR check

Environmental Factors

- Work is performed in office and field environments
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time
- May be exposed to hostile, angry or emotional citizens, patients and business owners

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	X

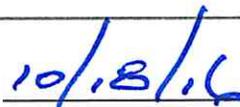
Equipment and Tools Utilized

- Equipment utilized includes standard office equipment, including but not limited to personal computers, copiers, calculators, and fax machines
- Operates specialized rescue and emergency medical response equipment including but not limited to two-way radio equipment, emergency medical equipment and Department vehicles.

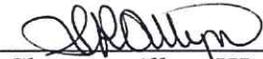
Approved By:



Mark Piland, Fire Chief



Date



Shannon Allyn, HR Generalist

10/10/2016

Date