

City of Cape Girardeau

JOB DESCRIPTION

Grade 71

Identification:

Position Title: Firefighter
Department: Fire
Immediate Supervisor: Captain

Function:

Firefighter/EMTs are the primary workers within the fire department, responsible for performing daily tasks required for the department to meet its established goals and objectives and fulfill its purpose, in an effective, efficient, safe, and professional manner. Such tasks will be in the areas of prevention, preparation, response, and evaluation. Firefighter/EMTs work under the direction of the Captain to which they are assigned.

Authority and Accountability:

As employees of the city, Firefighter/EMTs have the authority to carry out their duties and responsibilities in a lawful manner as prescribed by federal, state, and city laws and ordinances, as well as departmental policies and procedures.

Firefighter/EMTs answer directly to the Captain to which they are assigned and are held accountable to their Captain for their actions. Firefighter/EMTs are subject to performance evaluations by their Captains, and reviewed by chief officers and Human Resources.

Duties:

Firefighter/EMTs have a duty to the community, city officials, chief officers, captains, and co-workers to fulfill their assigned responsibilities to the best of their abilities and to the level of their training, as effectively, efficiently, safely, and professionally as possible with the resources available to them.

Responsibilities:

Firefighter/EMTs are responsible for performing tasks assigned to them through written policies and procedures, or verbal orders and directions. These tasks enable the department to achieve its established goals and objectives, and fulfill its purpose, including, but not limited to the following:

Prevention activities designed to prevent incidents from occurring or reduce loss when an incident does occur, such as: assisting with the conduction of fire safety inspections; conducting public information and public education programs; and, assisting with the investigation into the cause of various incidents.

Preparation activities designed to prepare for the response to incidents in the most effective, efficient, safe, and professional manner, such as: maintaining personal fitness and health; maintaining job knowledge and skills; pre-planning response district structures, hazards, streets, water supplies, and suppression systems; and maintaining apparatus and equipment in a state of

readiness.

Response activities designed to ensure the handling of incidents in the most effective, efficient, safe, and professional manner, such as: responding to dispatched alarms without delay; operating apparatus and equipment at incidents within departmental procedures, guidelines, and command system; rescue; patient care; fire suppression; incident mitigation; property and environment conservation; and public assistance.

Evaluation activities designed to evaluate and improve service delivery, as well as maintain and improve public opinion, such as: accurately completing any necessary record or report; honestly participating in evaluations, reviews, post-incident analysis, and investigations of incidents or daily operations; properly offering input and suggestions regarding improvements to service delivery; and, maintaining apparatus, equipment, stations and grounds in a presentable, clean fashion.

Perform at or above standards established by the department.

Adhere to the policies and procedures; and, help ensure that problems that arise are handled in a direct, timely, and professional manner.

Perform other duties, responsibilities, and tasks as appropriately assigned.

Help maintain a level of cooperation, coordination, and communication with chief officers, captains, and each other to ensure the most effective, efficient, safe, and professional delivery of services to the community as possible.

Knowledge, Skills and Abilities:

Knowledge of the street system, physical layout and principal buildings in the City, or the ability to rapidly acquire such knowledge within a reasonable period of time.

Skills in fire and rescue technique and emergency medical care per level of certification.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to perform arduous tasks under frequently strenuous and adverse conditions.

Ability to climb ladders and work at considerable heights.

Ability to perform physical exertion in dangerous situations at the scene of a fire or other emergency, and to perform hazardous tasks under conditions which may require strenuous exertion under such handicaps as smoke, fire, heat, cold and cramped surroundings under stressful conditions.

Physical Effort/Working Conditions:

Majority of work is performed at the scene of fire and rescue incidents where extreme physical exertion, hazardous conditions and stress may be involved. To cope with these conditions, physical fitness will be maintained per Department Physical Fitness Program guidelines.

Minimum Qualifications:

High School graduation or equivalency is required. Must comply with Missouri CDL requirements *within one year of employment*.

Must comply with Missouri Emergency Medical "First Responder" or above requirements. All members hired after July 1, 1995, must maintain certification as Missouri Emergency Medical Technician.

Must be certified "Firefighter II" (Missouri/NFPA Standard #1001) within one year of date of employment.

Missouri State certified Hazardous Materials awareness and operations.

Preferred Qualifications:

Associated degree or higher in a related field

Hold one or more certifications from the department's List of Additional Certifications