

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Fire	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Fire	DEPARTMENT NUMBER	150
REPORTS TO (TITLE)	Assistant Fire Chief	JOB FAMILY	Fire
PAY GRADE	Firefighter	DATE OF LAST REVIEW	April 2024

NATURE OF WORK
<p>The first level Firefighter classification is responsible for responding to medical emergencies, fires, and motor vehicle accidents clean ups and other hazardous material related incidents. Responsibilities include fire vehicle and facilities maintenance, completing required training, and responding to medical emergencies, fires, hazardous material releases and other similar incidents.</p> <p>Firefighters must be able to work 24-hours shifts including weekends and holiday and be available to work overtime when required to meet operational needs.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Responds to fires, emergency medical calls, water and ice rescue situations, hazardous material emergencies, and other emergency situations in the city and SIRG counties; Rescues victims from burning buildings, accident sites and water hazards; Administers first aid or emergency medical care such as basic life support.
2.	Creates openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws or core cutters; Drives and operates fire fighting vehicles and equipment; Positions and climbs ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures; Selects and attaches hose nozzles, depending on fire type, and direct streams of water or chemicals onto fires.
3.	Assesses situations and report conditions to superiors to receive instructions, using two-way radios; Inspects fire sites after flames have been extinguished to ensure no further danger; Inspects buildings for fire hazards and compliance with fire prevention ordinances, test smoke alarms and fire suppression equipment.
4.	Maintains contact with fire dispatchers to notify them of the need for additional firefighters and supplies, or difficulties encountered; Collaborates with other firefighters as a member of a firefighting crew.
5.	Provides daily maintenance to Fire Station such as, inspecting and cleaning various station rooms.
6.	Provides weekly truck inspection, as well as any necessary cleaning and maintenance; response vehicle check-ins for readiness; operates on-board equipment that will be used for medical calls, vehicle accidents, and/or fires.
7.	Participates in physical training activities to maintain a high level of physical fitness.
8.	Prepares written reports that detail specifics of emergency calls.
9.	Assists in informing and educating the public on fire prevention.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

DIRECTION PROVIDED

Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent G.E.D.

LICENSING REQUIREMENTS

Firefighter I certification and EMT certifications

- required within 1 year of appointment;

Firefighter II, Incident Command (IS-100, IS-200, IS-700 and IS-800) certification

- required within 2 years of appointment;

Valid driver's license.

SKILL/ABILITIES REQUIREMENTS

- Equipment policies and procedures;
- Fire materials apparatus and equipment;
- Materials, methods, and tools involved in construction;
- Local, state, and federal security operations;
- React quickly and calmly to emergency situations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, reaching, standing, walking, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: 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.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)

- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test

Personality

- Employee Personality Profile
- Workplace Safety Profile

Assessment Center using industry standards for evaluations. May include interview and hands-on exercises.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC
April 2024	Updated per department feedback and added position assessments by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

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Date	Signature
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NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.