



## City of Oak Point Job Description

<b>JOB TITLE:</b>	Fire Fighter	<b>SALARY RANGE:</b>	\$40,000-55,899 annually (based on a 2,912 annual work schedule)
<b>DEPARTMENT:</b>	Department of Public Safety	<b>STARTING SALARY:</b>	DOQ
<b>FLSA STATUS:</b>	Non-exempt	<b>EFFECTIVE DATE:</b>	October 2017

### **JOB SUMMARY**

This position is responsible for performing a wide variety of technical tasks and functions in response to fire and other emergency calls for the protection of life, property and environment. This position also renders medical aid and lifesaving assistance, maintains and operates a variety of firefighting, emergency medical, and fire station equipment; and participates in fire prevention, public education, disaster preparedness, training activities and station maintenance. Work is performed in accordance with departmental rules, regulations, policies and practices learned on-the-job. Work involves an element of personal danger and requires physical strength and agility at times. The position also calls for a variety of technical and administrative duties and tasks required to support the Department of Public Safety.

### **SUPERVISION RECEIVED**

This position reports to, and is under the direction and supervision of, the Director of Public Safety. This person will perform such duties and positions as delegated and function under the guidelines and directives of the Director of Public Safety, and in his absence the Public Safety Sergeant, City, State, and Federal laws, and City policies and procedures.

### **SUPERVISION EXERCISED**

None.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs fire suppression activities in all possible situations including wild lands, automobile, commercial buildings and residential structures; prepares reports regarding emergency incidents as assigned.
- Responds to all emergency medical situations and provides medical care to individuals who are in need of medical attention in accordance with medical control protocols.
- Drives fire apparatus in emergency situations at safe speeds in all types of traffic, road, weather, and lighting conditions for the purpose of safely transporting firefighters and equipment to fire scenes to ensure the safety and protection of individuals, property, and valuables.
- Operates, inspects, repairs, cleans, maintains and tests fire apparatus, equipment, hoses, nozzles, and gear in compliance with established safety requirements.
- Maintains a state of readiness for emergency response.

- Performs special emergency rescue operations involving floods, rough terrain, vehicular accidents, structures, and other dangerous situations while wearing full turnout gear and self-contained breathing apparatus (SCBA).
- Communicates with and obtains information verbally from co-workers, patients, bystanders, and victims in emergency and non-emergency situations and relays information to appropriate treatment providers when necessary.
- Performs all approved practical and certified efforts to preserve life.
- Conducts duties according to City and Departmental policies and directives as established by City administration and the Director and in accordance with applicable federal, state and local laws.
- Participates in cleaning and maintaining station facilities, grounds, equipment, and apparatus; ensures that appropriate conditions are maintained at assigned station; ensures that all equipment and apparatus is in a constant state of readiness for emergency calls.
- Conducts a thorough check and test of self-contained breathing apparatus (SCBA); conducts daily and weekly checks of apparatus; performs minor maintenance on apparatus and equipment.
- Participates in a variety of fire prevention operations and emergency medical activities and programs including training, fire investigations, code enforcement and equipment operation and maintenance; participates in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials and other emergency situations.
- Completes periodic accurate reports regarding activities and functions of the Department as assigned; provides proper documentation of medical and fire incidents.
- Performs testing of fire hoses; performs pre-fire planning of businesses.
- Instructs public on fire prevention, fire safety and life support training.
- Participates in continuing education on fire and EMS issues; maintains constant training in all areas of fire suppression, prevention, emergency medical techniques, hazardous materials response, and other operations and activities of the Department; performs fire ground and EMT skills training.
- Interacts in a professional and respectful manner with City staff and officials and the public.
- Works overtime as required to complete assigned task(s).
- Communicates effectively and coherently over Fire Dispatch radio channels while initiating and responding to radio communications.
- Attends work on a regular, punctual and dependable basis and is mentally prepared to work.
- Exercises good personal hygiene and is dressed in uniform cleanly and neatly.
- Serves as a visible representative of the City of Oak Point and acts, maintains and conducts his or her affairs in a way that is conducive to the exemplification the City.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Minimum of 21 years of age
- High school graduation or its equivalent
- Must possess a Texas Fire Fighter certification by Texas Commission on Fire Protection.
- Certification as an Emergency Medical Technician by the Texas Department of Health Services
- Computer/Clerical Experience (Microsoft Word/Excel, phones, file, copy)
- Valid Texas Motor Vehicle Class B Operator's License or able to obtain within 30 days of hire
- Must have the ability to pass all pre-employment screenings to include: an extensive background investigation, psychological exam, physical and drug screen.

## **NECESSARY SKILLS AND KNOWLEDGE:**

### **Knowledge- Must currently have or be able once instructed to retain knowledge of**

- Policies and procedures of the City and the Department of Public Safety.
- Operation, maintenance, and uses of modern firefighting apparatus and equipment.
- Methods, techniques, and equipment used in providing emergency medical services.
- Operational characteristics, services, and activities of comprehensive fire suppression and prevention programs and emergency medical services.
- Technical and administrative aspects of fire suppression and prevention and emergency medical services.
- Hazardous materials response and rapid water rescue operations.
- Pertinent federal, state, and local laws, codes and regulations.
- Uniform Fire and Building Codes.
- Modern office procedures, methods and equipment including computers and related software and equipment.
- Principles, practices, methods, and techniques of modern fire and life safety and fire suppression and emergency medical activities.
- The geography of the City and surrounding areas.
- Specialized communication equipment.
- Various building construction techniques and the consequence of each type on fire suppression and prevention activities.
- Safe work practices and procedures.
- Principles and procedures of record keeping.
- Approved procedures and policies for hazardous or toxic materials Incidents

### **Skills:**

- Communicate effectively, both orally and in writing, and with a wide variety of people;
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups and the general public;
- Follow verbal and written orders and instructions;
- Analyze dangerous situations rapidly and accurately and exercise independent judgment in emergency situations in accordance with Departmental rules and regulations;
- Cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of emergency aid requests;
- Analyze situations quickly and objectively and to determine proper courses of action;
- Tactfully respond to requests and inquiries from the general public;
- Oversee and assist in resolving a variety of situations characterized by conflict or danger;
- Operate specialized emergency communications equipment;
- Safely operate Department vehicles, apparatus, and other emergency equipment.

## **PHYSICAL DEMANDS:**

**The physical demands described below are representative, but not inclusive, of those that must be met by an employee to successfully perform the essential functions of this job.**

While performing the duties of this job, the employee is regularly required to stand, sit, walk, run, stoop, lift (moderate and heavy), carry (moderate and heavy), push, pull, drag, kneel, crouch, crawl, bend, twist, climb, balance, grasp, and/or drive and quickly enter and/or exit a Department of Public Safety vehicle. The employee must occasionally exert or lift objects or persons weighing 100 pounds or more. Successful performance requires visual acuity, including close vision and distinguishing colors, and speech and hearing.

## **Full Time Hiring Procedure**

### **The hiring process below applies to all applicants**

All candidates must fill out a city employment application completely and provide a valid driver's license and Social Security Number.

All candidates must successfully complete an initial interview with the Director of Public Safety/or his appointee and provide any relevant background information on date given to the candidate. At this meeting they must sign and have notarized a release of liability.

All candidates must successfully complete a drug screen, and if requested polygraph and psychological exam.

All candidates must successfully complete a background check.

All candidates that pass the drug screen and background check will then have to complete a skills exam that tests all or some of the TCFP skills despite previous level of experience.

- a.) Candidates must pass skills to be eligible for all positions.
- b.) Candidates that fail one or more skills may at the discretion of the instructor wait till the end of the exam to attempt a particular skill again.
- c.) Candidates that fail two or more skills will be disqualified for the hiring round.
- d.) Full-time candidates that are disqualified based on skills are not be eligible for part-time positions.

### **WORKING ENVIRONMENT:**

The Department of Public Safety operates in a dynamic work environment responding to police, fire, and EMS calls and emergency situations. Therefore, work may be performed in an office setting or in outdoor weather conditions and may include: long periods of sedentary work; hazards associated with operation and driving of emergency vehicles; exposure to dangerous and infectious animals; exposure to contagious diseases, human and animal body fluids; exposure to toxic and noxious chemicals, gasses, smoke, fumes, debris, residue, and vapors; a prolonged exposure to heat, confined space, accident and fire scenes, natural and man-made disasters, electrical threats, and subterranean situations; exposure to explosives, toxic, biological, and chemical agents; exposure to electrical and radiant energy; work in and around high levels of noise, heavy vehicles, and equipment; working in or on slippery and uneven surfaces; work in and with water; work in all possible weather conditions; exposure to dangerous and/or hostile situations, people and animals; work at heights on scaffolding, ropes, or ladders; hazards associated with crowd, traffic, and emergency scene control; work closely with others and the public.

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The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer.

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A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City's website at [www.oakpointtexas.com](http://www.oakpointtexas.com). Resumes or other information may accompany applications. Completed applications are to be mailed to City of Oak Point, c/o Human Resources, 100 Naylor Road, Oak Point, Texas, 75068; faxed to (972) 294-1619, or e-mailed to [abockes@oakpointtexas.com](mailto:abockes@oakpointtexas.com).

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Employee's Signature

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Supervisor's Signature

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Date

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Date