

**PROCTOR FIRE DEPARTMENT
FIRE FIGHTER/FIRST RESPONDER
JOB DESCRIPTION**

JOB SUMMARY

Protects lives and property through activities associated with fire prevention, rescue fire fighting, hazardous materials and emergency medical incidents and participates in the training and maintenance activities necessary to achieve that end.

JOB SCOPE

ESSENTIAL JOB FUNCTIONS:

- Responds promptly to Fire and/or Emergency Medical calls and other emergency calls and to major incidents when paged out by Radio 911 St. Louis County.
- Drives fire apparatus and operates pump and other equipment associated with fire fighting, rescue, salvage and maintenance.
- Enters burning building to accomplish extinguishment and/or rescue.
- Advances charged and uncharged hose lines and applies extinguishing agents to fires.
- Protects property from unnecessary smoke and water damage by using salvage covers, positive pressure ventilation fans.
- Positions and climbs ladders to gain access to upper floors or to accomplish fire extinguishment or rescue.
- Climbs, crawls and runs as necessary to accomplish fire extinguishment, rescue and personal safety.
- Carries or moves heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue.
- Effectively communicates verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, reports, memos and letters.

OTHER IMPORTANT DUTIES:

- Completes pre-fire plans for city and fire department.
- Maintains apparatus, equipment, buildings and grounds.
- Participates in all phases of training necessary to acquire the knowledge and skills required of the position.
- Assists Company Officer in maintaining records and submitting reports.
- Performs other duties as required.

PHYSICAL REQUIREMENTS

- Must be able to lift and move a ladder and climb a ladder.

- Must have agility to climb through rafters, on roofs and crawl through tubes.
- Must be able to open and close hose valves and be able to advance with hose while discharging water.
- Must be able to carry heavy loads up and down stairs.
- Must be able to run and drag hose.
- Must be able to hear pager call out and respond to call.
- Must be able to effectively communicate via two-way radio and over the telephone.
- Must be able to grasp and safely use hand tools such as axe, pike pole, rope, chain saw, shovel, etc.
- Must be able to use SCBA in fire.
- Must be able to pass a pre-employment physical.

OTHER REQUIREMENTS

Must complete Firefighter 1, EMS First Responder 40 hour class and be state certified, and basic pumper within two years or reasonable time as determined by the Fire Chief.

Must be able to pass a criminal background check.

OTHER ASPECTS OF THE JOB

This position requires a valid Driver's License, a good knowledge of street and hydrant locations, a good knowledge of dispatch procedures, a general knowledge of a variety of subjects and skills related to fire fighting, rescue, Emergency Medical Service and hazardous material, the ability to respond quickly with good judgement under stress in hazardous situations, and the human relations skills necessary to deal effectively with the public.