

City of Caldwell

Class Specification

Class Title	FIREFIGHTER
Class Code Number	
FLSA Designation	Covered
Pay Grade	Subject to a Collective Bargaining Agreement
Effective Date	

General Statement of Duties

Performs firefighting and other emergency response services; performs related work as required.

Classification Summary

The principal function of an employee in this class is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within the City of Caldwell Fire Department's response area. The work is performed under the direct supervision of the Battalion Chief but some leeway is granted for the exercise of independent judgment and initiative. An employee in this classification performs the duties of other employees in the Caldwell Fire Department when so assigned. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger. An employee in this class may be asked to do any one or more or any additional duties as required.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to fire alarms and carries out fire suppression and firefighting techniques to rescue victims and protect private and public property;
- Assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or a related emergency service;
- Drives or rides in truck or other emergency vehicles to the location of the emergency using the fastest route and in the safest manner possible;
- Performs equipment set-up upon arrival at a fire scene;
- Completes appropriate rescue, fire fighting and salvage operations at a fire scene;

- Uses established procedures to determine if individuals are trapped within a burning facility and takes appropriate actions to secure their rescue;
- Maintains an awareness of other Fire Department personnel on detail for the purpose of protecting other firefighters' lives as necessary;
- Implements entry, ventilation, fire suppression and salvage work;
- Lays and connects hoses, and puts in place water streams equipment, generators, supply lines, ladders and ladder pipes;
- Performs physical fitness training to maintain physical abilities necessary for firefighting;
- Performs salvage duties, including removing burned items, sweeping floor, removing excess water and debris as needed, and protects any property which has not been damaged;
- Makes verbal and written analysis of activities involved in any emergency situation;
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including participation in classes developed to increase and maintain skills;
- Studies training materials to stay current on new technologies and processes in firefighting, hazardous materials, fire prevention and related activities;
- Studies and memorizes streets and other geographical information within the City of Caldwell and surrounding areas;
- Inspects buildings and related facilities to become familiar with layouts and structure features which could be potentially hazardous during a fire;
- Performs daily apparatus inspection, cleaning and maintenance to ensure that all equipment is in clean and in good working order, noting serious maintenance problems are identified and referred for service;
- Performs mechanical duties, servicing engines, repairing pumps and valves;
- Repairs chain saws, hydraulic equipment, K-12, etc. when needed;
- Performs daily building and ground maintenance to ensure that Fire Department facilities are clean and orderly;
- Studies and attends training sessions to keep emergency medical technician certification;
- Instructs Fire Department personnel and others on cardiopulmonary resuscitation methods;
- Communicates and promotes fire prevention information to the public, civic groups, schools, etc.;
- Performs hydrant inspection and maintenance according to a prescribed schedule;
- Responds to non-emergency calls from the public as directed;
- Answers phones, issues burn permits, writes assigned reports, and conducts tours of the Fire Station as directed;
- Conducts pre-fire planning, including inspecting buildings, businesses and related facilities to become familiar and maintain detailed records of all layouts and components;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Establishes and maintains effective working relationships with other Caldwell Fire Department and City employees, EMS personnel, victims of disasters, business owners,

- other agencies and the public;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the geography of the City of Caldwell and surrounding areas, (or the ability to quickly learn this information), including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Good knowledge of current fire suppression and fire fighting techniques, including all related equipment;
- Good knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
- Good knowledge of all safety practices involved in fire suppression and firefighting;
- Skill in performing firefighting duties and the use of all related equipment;
- Skill in performing basic vehicle and equipment maintenance;
- Ability to make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Ability to establish and maintain effective working relationships with other Department and City employees, victims of disasters, EMS personnel, other agencies and the public.
- Ability to work under extremely stressful situations which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to obtain a Firefighter I certification and hazardous materials "operations" level certification;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed

- under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED: and
- Some related firefighting experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver's license.
- Ability to obtain EMT-D certification within Fire Department guidelines.
- Subject to a background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property.
- Ability to pass the State Firefighter agility examination.