



Administrative Offices
201 South Vine Street
Waconia, MN 55387
Phone: 952-442-2184
www.waconia.org

Public Services
310 E. 10th Street
Waconia, MN 55387
Phone: 952-442-2615

Waconia Fire Department
24 South Maple Street
Waconia, MN 55387
952-442-2316

JOB DESCRIPTION

Firefighter
Job Title

Fire
Department

May 2017
Date

Non-Exempt
Status

Fire Chief
Title of Immediate Supervisor

Volunteer-Paid Per Call
FT/PT Hours per Week

Supervision Exercised: None

PRIMARY OBJECTIVES:

Protect life and property by performing firefighting, fire prevention and suppression; perform emergency medical aid as part of the City's Emergency Response Team.

Perform hazardous material and fire prevention duties; maintain fire equipment, apparatus and facilities to insure proper operation when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform firefighting activities including laying hose, fire combat, containment, and extinguishment tasks.
- Select, drag, lift and carry hose and nozzle depending on the type of fire, and correctly apply a stream of water or chemicals to the fire.
- Position and climb ladders to gain access to upper levels of buildings, or assist individuals from burning structure or hazardous environments.
- Perform ventilation and forcible entry if required by creating openings in buildings for ventilation or entrance, using appropriate and available manual and power tools.
- Protect property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors and or whatever other tools are available and needed as directed by a department officer.
- Perform salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Respond to fire and emergency medical calls as needed.
- Assume command in the absence of superior officers if qualified to do so.
- Perform emergency medical activities including administering first aid, CPR and providing other medical assistance as required at scenes that are traumatic and non-traumatic.
- Regularly respond to fire alarms and extinguish or control fires as a member of a team under the supervision of an officer.
- Wear appropriate protective clothing and equipment, including self-contained breathing apparatus.
- Communicate with two-way communications systems.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Working knowledge of driver safety and first aid.
- Ability to successfully learn the operation of the listed tools and equipment.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials and fire prevention

techniques.

- Ability to perform strenuous or peak physical effort during emergency, training or station activities for prolonged periods of time under conditions of extreme heights, intense heat, cold and smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public

OTHER DUTIES AND RESPONSIBILITIES:

- Regularly participate in fire drills, and attend classes to learn proper firefighting, emergency medical, and hazardous materials techniques.
- Attend regular and assigned training sessions to maintain and upgrade firefighting & EMT skills.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintain fire and medical equipment, apparatus and facilities in proper working condition.
- Perform minor repairs to departmental equipment.
- Perform general maintenance in the upkeep of fire facilities and equipment; clean and wash walls and floors; care for grounds around station; conduct minor repairs; wash, hang and dry hose; wash, clean, polish, maintain and test apparatus and equipment.
- Responsible for maintaining his/her Personal Protective Equipment (PPE) per manufacturer's recommendations.
- Present programs to the community on safety and fire prevention topics if properly trained in the subject.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- Must be at least 18 years of age.
- Must be a resident of the City of Waconia or reside within an 11 minute response time from the fire station while following all posted traffic control measures.
- Must be a High School Graduate or possess a GED equivalent.
- Must not have any felony convictions or disqualifying criminal histories including Assault, Sexual Abuse of any kind, Robbery/Theft or Embezzlement.
- Must possess the ability to read and write the English language; and
- Must possess the ability to meet Departmental physical agility and FIT testing standards.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

Must possess, or be able to obtain by time of hire, a valid Class D Minnesota State Driver's License or higher; without record of suspension or revocation in any state.

DESIRED QUALIFICATIONS:

- 1st Responder or EMT-B
- CPR Certified
- NFPA 1001 (FFI, FFII & Hazardous Material Operational)

TOOLS AND EQUIPMENT USED

Fire trucks and tankers, ambulances, fire apparatus, fire pumps, generators, hoses and nozzles, ladders, porta powers, chop saw, ventilation saw, chain saw, Hurst tools and associated equipment, SCBA, SCBA fill station and compressor, repelling gear and equipment and other standard firefighting equipment, AED Defibrillator, suction devices, oxygen delivery and fill stations, stair chair, cots, and other standard ambulance and emergency medical equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and listen; stand; walk; use hands and fingers, handle or operate objects, tools, and controls; and reach with hands and arms.

The employee is frequently required to climb or balance; stoop, kneel, bend, crouch, crawl, drag equipment or bodies; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in vehicles, outdoor and office settings; often on streets and highways in high vehicle traffic areas, in all weather conditions, including temperature extremes, during day and night shifts. Work is repeatedly performed in emergency and stressful situations. The employee is exposed to alarms and the hazards associated with fighting fires and rendering emergency medical assistance; including but not limited to, biohazards, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at fire and emergency scenes.

PROVISION

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance.