

**FIREFIGHTER**  
**RANGE 25 (Non-Exempt)**  
**CONTRACT FIREFIGHTER (Non-Exempt)**  
**PROBATIONARY FIREFIGHTER (Non-Exempt)**

**JOB SUMMARY:** Under direction of a Captain or other assigned personnel, a Firefighter performs work in fire suppression, emergency medical response, rescue and emergency services, hazardous materials response, and other related work as required. The work of a Firefighter is physically demanding and performed under emergency and non-emergency conditions. This work may be very hazardous at times and pose considerable personal risk to the firefighter. A firefighter may be assigned to various support sections and specialized teams within the fire department when specific assignments are made by a superior officer. This is a full-time position working 24-hour shifts. The duties will be performed at a designated fire station as well as throughout the city of Jenks. This position reports to the Fire Chief.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Responds to fire, rescue, medical, and hazardous material calls as well as other emergency calls in a timely and efficient manner.
- Operate as a member of a team and at times independently at incidents of uncertain duration.
- Performs fire suppression functions, including firefighting, rescue operations, deploying and operating hoses, ventilating roofs and performing salvage work after fires.
- Participate in hazardous materials mitigation response and other related tasks associated with fire suppression, rescue operations and hazardous material response.
- Administer emergency medical services to injured and ill persons if needed as a first responder.
- Assist with the investigation into the cause of fires.
- Perform operational readiness evaluation on the fire apparatus and equipment to ensure it is fully prepared and functional at all times.
- Inventories equipment and tools to include the drive train, brakes, lights, fire pump, tires, radios, SCBA operational checks and all fluid levels upon reporting for duty.
- Perform minor equipment maintenance on apparatus and general cleaning of apparatus and station quarters.
- Participate in fire training classes and drills.
- Study technical materials on equipment operation, fire suppression and fire prevention to improve or maintain an effective level of performance.
- Study street maps to learn the district assigned as necessary and studies building pre-plans.
- Inform supervisor of all work activities and reports any public inquiries or complaints, inform supervisor of any equipment in need of repair and of all public injuries or accidents.
- Searches structures for victims and removes them from hazardous locations.
- Performs first aid and emergency rescue and may provide medical treatment at the emergency scene.
- Responds to accidents, disasters, emergency rescues, searches and any other emergency situation as directed by the superior officer.
- Performs victim extrication from wrecked vehicles.
- Operates chemical and hand extinguishers and similar equipment.
- Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed.
- Testifies in court on cases regarding fires or EMS responses.

- Assists police with searches and traffic control at accident scenes.
- Performs salvage and overhaul at the fire scene, removes debris and fuel from scene after accidents or spills.
- Performs pre-fire plans and completes associated paperwork.
- Cleans and inspects all issued firefighting equipment, oils and cleans fire trucks, washes and cleans fire hoses, and assists in the maintenance of general cleanliness in and about the fire station.
- May be required to drive engines, ladder trucks, and rescue units in absence of other personnel.
- Conducts tours of fire station facility.
- Provides directions to citizens as requested.
- Performs specific tasks as directed in various phases of fire prevention, training and administration.
- Performs recordkeeping duties as required for maintenance of equipment, fire and emergency statistical data, and other records as necessary.
- Assists the Public Education Section by performing in-service training at schools, churches, civic groups, homeowners associations, etc.
- May conduct fire prevention and safety classes for individuals or groups.
- May perform blood pressure checks at fire station.
- May perform work in a specified support section within the department where specific assignments are made and reviewed by a superior officer.
- Adheres to policies, procedures and standard operating guidelines.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Ability to detect natural gas leaks, traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations.
- Ability to use firefighting equipment.
- Ability to operate fire apparatus.
- Ability to operate emergency rescue and medical equipment.
- Ability to operate self-contained breathing apparatus.
- Ability to operate computer and radios.
- Ability to operate monitors and defibrillator.
- Ability to operate fire alarm systems.
- Ability to operate other equipment of the department.
- Ability to understand and follow departmental policies, rules and instructions.
- Ability to learn firefighting techniques and method and apply to specific situations.
- Ability to analyze situations and to take effective courses of action.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with others.
- Ability to mitigate situations involving fire alarm systems.
- Ability to remain calm and courteous and work in extremely stressful situations.
- Ability to operate associated equipment.
- Ability to stand, walk, sit use hands handle, feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, smell and lift and/or move up to 100 pounds.
- Ability to occasionally lift and/or move more than 100 pounds while performing essential job functions.

- Knowledge of Principles and practices of firefighting techniques.
- Knowledge of hydraulics and fire pump operations.
- Knowledge of operating and mechanical principles involved in the operation of fire apparatus, mechanical, electrical, and/or allied equipment.
- Knowledge of principles and practices of emergency medical services techniques.
- Knowledge of basic laws and ordinances regarding outdoor burning by individuals and contractors.
- Knowledge of department operating procedures manual and department rules and regulations.
- Knowledge of Computer applications as related to the scope of work.
- Knowledge of applicable state, federal and local laws, rules and regulations.
- Knowledge of recordkeeping, report preparation, filing methods and record management techniques.
- Knowledge of standard business arithmetic, including percentages and decimals.
- Perform other related duties as requested and assigned.

#### **MINIMUM AND PREFERRED REQUIREMENTS:**

- High School diploma or GED required; Associate's or Bachelor's degree preferred.
- Education, training or experience that provides the knowledge, skills, and abilities required for the job.
- Must have valid Oklahoma driver license.
- Must have State of Oklahoma Emergency Medical Technician Basic License.
- Must have National Registry of Emergency Medical Technicians Certification.
- State of Oklahoma Paramedic License (preferred).
- IFSAC or Pro Board Firefighter 1 or higher.
- Ability to pass physical agility test and Oklahoma Firefighter's Pension physical.
- Hazardous Materials Operations Certification (preferred)
- Must be computer savvy and proficient in Microsoft Excel and Outlook.
- Excellent written and verbal communication skills.

#### **WORKING ENVIRONMENT:**

The duties of the Firefighter position are performed indoors and outdoors. The Firefighter may frequently be exposed to extreme heat or cold, poor visibility, flames, smoke, wet or humid conditions, work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, contagious and/or infectious diseases, fumes or airborne particles, risk of electrical shock, work with explosives and be exposed to loud noise levels. The employee is subject to potential personal danger.

**Physical:** Primary functions require sufficient physical ability to work indoors and/or outdoors while operating related equipment for extended periods of time. Must be able to wear personal protective equipment that weighs approximately 65 pounds while performing fire fighter tasks. Strength and stamina to climb 20 or more flights of stairs while wearing fire protective equipment, while carrying equipment and tools. Extent flexibility, mobility and balance enough to bend, twist, and reach out when climbing or working on ladders. Continuous standing, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and

reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting, pushing, pulling or dragging of up to 175 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment). 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 life and property.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. 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;

**Hearing and Speech:** Hear in the normal audio range with or without correction. Sufficient clarity of speech, hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations that may involve a high degree of noise.

<b>2021 Jenks Fire &amp; Rescue Application Procedure</b>	
<p>Minimum Qualifications</p> <p>Paid Firefighter</p>	<ul style="list-style-type: none"> <li>• United States Citizen by birth, naturalization OR a permanent resident.</li> <li>• High School diploma or GED required; Associates or Bachelors degree preferred.</li> <li>• Valid Oklahoma Driver License or the ability to obtain one within six (6) months of hire date, with acceptable driving record.</li> <li>• Current National Registry EMT-basic certification or higher.</li> <li>• NO felony convictions.</li> <li>• Ability to pass physical agility test and Oklahoma Firefighter’s Pension physical.</li> <li>• Ability to pass extensive background check and drug screening.</li> <li>• Excellent written and verbal communication skills.</li> </ul>
<p>Application Process</p>	<p>Application period <u>Feb. 1<sup>st</sup> – March 5th at 5:00 p.m.</u></p> <ul style="list-style-type: none"> <li>• Complete application online at <a href="http://www.jenks.com">www.jenks.com</a> and upload all the required documents listed below:  <u>Must submit the following with your application:</u> <ul style="list-style-type: none"> <li>• Resume and cover letter,</li> <li>• copy of high school diploma or GED,</li> <li>• copy of National Registry EMT-certification,</li> <li>• copy of IFSAC or Pro Board Firefighter I,</li> <li>• copies of other training certifications,</li> <li>• copy of valid driver's license.</li> </ul> </li> </ul> <p><u>Must make arrangements to be available for written test, physical agility test, interview board, and Chief interview, as applicable.</u></p>
<p>Written Test</p>	<p><u>March 18th</u> - The top 50 qualified candidates, who return their completed application packet by March 5<sup>th</sup> by 5:00 p.m., will be notified of the details of the written exam.</p>
<p>Physical Agility Testing</p>	<p><u>March 31<sup>st</sup></u></p> <ul style="list-style-type: none"> <li>• The applicants with the top 20 passing scores from the written test will be notified of the details of the Physical Agility Test.</li> <li>• Preparation guides for the PAT can be found on the city website (<a href="http://www.jenks.com">www.jenks.com</a>). (May schedule a practice prior to the official test date).</li> <li>• Bring photo ID and wear appropriate athletic clothing (long pants (required), t-shirt, athletic shoes)</li> <li>• Test is pass or fail only.</li> <li>• Passing applicants will be given details of the interview board.</li> </ul>
<p>Interview Board</p>	<p><u>April 1<sup>st</sup></u></p> <ul style="list-style-type: none"> <li>• Bring photo ID and wear appropriate professional attire.</li> <li>• Applicants should allow 2 to 3 hours for interview process.</li> <li>• Top candidates will be notified of the results of the Chief’s interview.</li> </ul>
<p>Chief Interview</p>	<p><u>April 8th</u></p> <ul style="list-style-type: none"> <li>• Bring photo ID and wear appropriate professional attire</li> </ul>