

**PAID FIREFIGHTER
RANGE 25 (Non-exempt)**

JOB SUMMARY: Under direction of a Captain or other assigned personnel, a Firefighter performs work in fire suppression, emergency medical response, rescue, hazardous materials response, and other related work as required. Work 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.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Respond to fire, rescue, medical, hazardous material calls and other emergency calls in a timely and efficient manner.
- Perform fire suppression functions, including firefighting, rescue operations, deploying and operating hoses, ventilating roofs and performing salvage work after fires.
- Perform pre-fire planning.
- 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.
- Perform other duties as assigned by the Fire Chief or other officer of the department.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Prepare and submit fire reports and maintenance check reports as requested.
- Participates in continuing education and other required training programs
- Maintains all training levels as required
- Conducts public safety programs and tours of fire stations.
- Performs special projects as assigned
- Adheres to policies and procedures and standard operating guidelines

MINIMUM AND PREFERRED REQUIREMENTS:

- United States Citizen by birth or naturalization OR a permanent resident.
- High School diploma or GED required; Associates' or Bachelors' degree preferred.
- Valid Oklahoma Driver License, or the ability to obtain one within six (6) months of hire date, with acceptable driving record.
- Current National Registry EMT-Basic certification or higher
- IFSAC or Pro Board Firefighter 1 or higher
- No felony convictions.

- Ability to pass physical agility test and Oklahoma Firefighter's Pension physical.
- Ability to pass extensive background check and drug screening.
- Excellent written and verbal communication skills

WORKING ENVIRONMENT & ESSENTIAL FUNCTIONS

The primary duties of the Paid Firefighter are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- 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 life and property.