



<b>Department:</b>	Fire Department
<b>Reports To:</b>	Fire Chief
<b>Hours:</b>	Volunteer On-Call
<b>Last Updated:</b>	June 2019

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## ***Position Details***

Protects life and property by performing effective rescue and firefighting skills. Performs related emergency response duties and equipment and facility maintenance.

- Respond to all alarms and emergency calls as are possible.
- Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
- Keep apparatus, tools, and equipment in good condition.
- Assume command of others at fires and at the station when so directed by a supervisor/senior member.
- Attend all regular meetings.
- Attend all training meetings.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

## ***Position Requirements***

### **Qualifications, Licenses/Certifications**

Must be at least 18 years of age and reside within the Howard Lake Fire District.

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- EMT (must acquire within 3 years)
- Firefighter I (must acquire within 3 years)

### **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

**Physical and Mental Requirements**

Positions in this job frequently require sitting; talking and listening; standing; walking; using hands and fingers, handling or operating objects, tools, and controls; and reaching with hands and arms. This position is frequently required to climb or balance; stoop, kneel, bend, crouch, crawl, drag equipment or bodies; and taste or smell. This position must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds or more

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

**Working Conditions**

Most work is performed 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 position 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

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Competencies Common to All City Positions**

- Develop and maintain a thorough working knowledge of, and comply with, all departmental and applicable City policies and procedures
- Demonstrate, by personal example, the spirit of service, excellence and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with, and keep immediate supervisor informed of, all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Howard Lake in a professional manner to the public, outside contacts and constituencies.
- Possess an innovative spirit which can identify, develop and support improved methods, procedures or technologies.