

**CITY OF WEST WENDOVER
FIRE DEPARTMENT
PART-TIME FIREFIGHTER**

POSITION DESCRIPTION

Under general supervision, on an “**on-call**” status, respond to fire alarms, medical emergencies, hazardous materials, urban rescue and other calls to protect life and property. Participate in fire prevention and training. Maintain the fire station and firefighting equipment.

CHAIN OF COMMAND

The Part-Time Firefighter shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

DISTINGUISHING CHARACTERISTICS

This is the journey level position for the Fire Department. This position works as a team member of a fire or rescue response company and reports to the Fire Chief, Fire Captain, and/or Fire Lieutenant.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions for this position.

- Respond to fires and other emergency or public assistance incidents in a timely, safe, and skilled manner and participate in their control through hose laying, ladder operations, ventilation, extinguishment, salvage, and other activities as part of team effort.
- Rescue person endangered by fires or other hazards and administer first aid to injured parties when assigned.
- Conduct inspections and other fire prevention tasks including fire safety education to eliminate or reduce fire hazards and enforce fire codes.
- Develop and maintain high levels of work knowledge and skills for various duties through training, manipulative drills, and other skill maintenance programs.
- Operate and maintain properly and safely firefighting and other related equipment and apparatus in an efficient and effective manner.
- Keep fire station and other facilities in a clean, orderly and usable condition.
- Preserve evidence at fire scenes.
- Assist in completing other day-to-day work such as record keeping and map maintenance.
- Perform various public information and relations tasks, as appropriate and assigned through written and oral form.
- Maintain an adequate level of physical fitness to perform firefighting, rescue, equipment operation, and other related tasks.
- Perform related duties as required.

QUALIFICATIONS

Education/Experience/Training. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Completion of a high school education or equivalent. Completion of training at local training center.

Knowledge/skill.

- Basic International Building & Fire Code provisions;
- Principles, practices and procedures of modern firefighting and emergency rescue;
- Basic techniques for handling hazardous materials;
- Operation of fire apparatus, equipment, tools, devices, facilities and their proper use;
- Emergency medical assistance and CPR techniques;
- Layout of the city's water main system and street numbering system;
- Basic life support procedures and techniques;
- Human anatomy and body functions; and
- Operation and basic maintenance of small motors.
- Analyze situations quickly and reach logical conclusions;
- Understand basic mechanical principles;
- Learn and apply first aid;
- Meet physical and medical requirements established by the department;
- Follow procedures and directions both in written and oral form;
- Fill out forms, reports, logs and draw diagrams;
- Live and work as a member of the team;
- Communicate with the general public;
- Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions;
- Learn and retain information;
- Work under stress; and
- Learn firefighting techniques, equipment operations and maintenance, rescue and other relevant techniques.

Special Requirements And Licensing. Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States.

Possession of a National Fire Protection Association (NFPA) Firefighter I certification within one year of employment.

Background Investigation: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Work is performed under the following conditions: Ability to tailor work hours to needs of department . Majority of time spent in fire station. Work in an emergency firefighting environment. Work in medical emergency situations, including vehicle accidents, swift water rescues, mountain rescues and other types of medical and rescue emergencies. Work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, swift water, heights and noise. Risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and agility to utilize fire suppression equipment for long periods of time. Strength and stamina to fight fires while wearing heavy protective clothing. Frequent lifting and/or moving of objects 50-100 pounds or more. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities.

CONTROLS OVER THE POSITION

The Part-Time Firefighter shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”

Adoption Date: April 3, 2012