



Cloquet Area Fire District

Job Description

Job Title: **Firefighter**

Reports to: **Fire Captain**

FLSA Status: **Career - Non – Exempt**
POC – Paid – on- call

DEFINITION:

Firefighter performs specialized work in the prevention and suppression of fires, rescue and EMS. Work includes combating, extinguishing and preventing fires and assisting in maintaining and operating of all Fire District equipment and apparatus. Also responds to emergency and non-emergency requests for medical assistance and performs care up to current certification level through Districts established SOG's and EMS Protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the Code of Conduct & Rules of Behavior outlined in District Policies and Procedures Manual.
- Executes the work plan for the assigned shift to meet District goals and objectives.
- Respond to fire and rescue emergency calls as assigned, and perform company level operations that may include search, rescue, ventilation, or suppression. Use department equipment as appropriate to extinguish fires of all types in buildings, grass, automobiles, or other sites.
- Respond to emergency medical care calls as assigned for assistance to sick or injured people; evaluate the condition of patients and assess pertinent information about medical profile and injuries and treat and/or transport according to current certification level.
- Operate under the Incident Command System at all types of emergency operations using established Incident Command System procedures (NIMS).
- Perform scheduled tests and upkeep tasks to keep all equipment and apparatus in state of readiness for emergencies. Perform routine equipment maintenance, such as checking supplies, inventories, operational readiness, and making corrections.

- Maintain and improve firefighting, rescue, and EMS skills. Attend training sessions, study material on firefighting, rescue, and EMS methods, and maintains familiarity with city streets and all department equipment.
- Maintain facilities and perform housekeeping duties as directed. Includes building and grounds maintenance, sweeping and washing floors and walls, cleaning living areas, and performing minor repairs as needed and assigned.
- Make public presentations, conduct tours of the station, or assist in presenting training or other programs for other staff, schools, volunteers, community groups, or fire personnel from other stations as requested.
- Prepare records and reports for emergency incidents, training, and others as required.
- Maintains a positive working relationship with all District personnel. Coordinates activities and exchanges information with peers and officers.

REQUIRED QUALIFICATIONS:

Career

- Ability to communicate and work effectively with others
- Knowledge of the Incident Command System and its disciplines
- Knowledge of current fire service technology, computer systems and software applications
- Ability to remain clear-headed and diplomatic in stressful situations
- Minnesota State certified Firefighter II
- Minnesota State Firefighter Licensed at conclusion of probationary period.
- State Minnesota EMT-Paramedic Certification, but if promoted from POC to this position, obtain State of Minnesota EMT-Paramedic certification within 3 years of start date.
- Valid MN Class D driver's license. Valid Class B at earliest opportunity provided by the District, with a satisfactory driving record.

Paid-on-Call

- Ability to communicate effectively orally and in writing.
- Ability to work effectively with others
- Ability to remain clear-headed and diplomatic in stressful situations.
- Must reside within set boundaries outlined in Districts Personnel Policy.
- Must be 18yrs of age or older.
- Must be High School Graduate or equivalent.
- Valid Minnesota Class D driver's license. Valid Class B at earliest opportunity provided by the District, with a satisfactory driving record.
- Minnesota State certified Firefighter I at earliest opportunity provided by the District
- Minnesota State First Responder certification at earliest opportunity provided by the District.

DESIRED QUALIFICATIONS:

Career

- Experience in a Fire/EMS system
- National Registered Paramedic certification
- Associates or Bachelors Degree in Fire Protection, Emergency Medical Care or a related field.

Paid-on-Call

- Experience in a Fire/EMS system
- Minnesota State Firefighter II
- Minnesota State certified EMT

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Directing/participating in fire suppression activities
- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time
- Performing life-saving and rescue procedures
- Operating assigned equipment
- Wearing assigned protective clothing and equipment.

Effectively deal with personal danger which may include exposure to:

- Hazardous chemicals and materials
- Fumes and smoke
- Intense heat
- Electrical hazards
- Confined or elevated work places
- Dangerous animals
- Extremely loud noises
- Mentally/emotionally unstable people

Fire Chief

Date

DATE ISSUED: October 12, 2012

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