

City of Horn Lake

Job Description – Firefighter – Fire Department

Purpose of Position

Performs standard firefighting, emergency medical service, hazardous materials, and fire prevention duties to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs firefighting activities including applying fire streams with hose lines and other master stream appliances, conducting search and rescue operations, and ventilating structures with power tools.
- Performs rescue operations in conditions involving fires, open water, vehicle and machinery extrication, above and below grade environments, and confined spaces.
- Performs first aid and basic emergency medical services including medically assessing patient, applying appropriate first aid treatment, and transporting patient from stretcher to ambulance.
- Participates in the inspection of buildings and other structures in fire prevention programs. Performs maintenance on fire hydrants as required.
- Participates in fire drills, attends classes in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills and abilities.
- Inspects, maintains and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the first responder level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Location of all fire plugs
- Departmental rank structure
- Regularly assigned tasks for all personnel
- Types of structures in the city

- CPR, EMR for emergency first response
- Fire programs for education
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints and within your scope of practice.
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Use hand tools to make repairs
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Firefighter position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant/Driver. The person in this position is supervised on a daily basis and does not supervise. The Firefighter works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must become a Certified firefighter, have training in CPR and EMR status, and maintain a valid driver's license. The firefighter must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to the CPAT ability test for entrance into the Fire Academy. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Print Name: _____

Signature: _____ Date: _____