

POSITION IDENTIFICATION:

Title:	Firefighter
Department:	Fire
Status:	Paid-On-Call

POSITION SUMMARY:

Works under the general direction of the Fire Chief, Full-Time Firefighters and Paid-On-Call Lieutenants. This position is responsible, during specified times, for the suppression of fires, administering first aid, maintaining the Fire Hall, and assisting in other types of emergencies and disasters

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Respond to fire calls or other emergencies. Extinguish or control fires as a member of a team under the supervision of the Fire Chief, Full-Time Firefighters and Paid-On-Call Lieutenants, or other designated supervisor. If senior fire fighter on the scene, act as the supervisor, which includes conducting a scene size-up and initiating appropriate actions with safety of personnel in mind.
 - 1. Wear appropriate protective clothing and equipment including Self Contained Breathing Apparatus (SCBA).
 - 2. Select, carry, lift or drag, hose and nozzle depending on type of fire.
 - 3. Correctly apply a stream of water or agent onto fire.
 - 4. Position and climb ladders to gain access to upper levels of buildings or to assist individuals out from burning structures.
 - 5. Create openings in buildings for access or ventilation using ax, crow bar, power saw, or other power equipment.
 - 6. Protect property from water and smoke by the use of positive pressure ventilation equipment, smoke ejectors, or placement of water proof salvage covers.
 - 7. Administer first aid and CPR to injured persons or those overcome by smoke and fire.
- B. Willingness and ability to work safely and practice safety procedures.

II. OTHER DUTIES AND RESPONSIBILITIES

- A. Respond to medical emergencies from time to time. Perform rescue and first aid as needed.
 - 1. Administer first aid and CPR to injured person.
 - 2. Determine the nature and extent of illness and injury. Establish priority for required emergency care.
 - 3. Extricate persons trapped using power operating rescue equipment or other appliances (using a prescribed technique to remove the victim safely).
 - 4. Provide life support by maintaining airway using CPR or other mechanical means.
- B. Maintain fire apparatus, equipment and facilities.
 - 1. Keep operating equipment in an efficient and safe manner.
 - 2. Perform assigned duties in maintaining apparatus..
 - 3. Test equipment for proper operations as needed for emergency calls.

- C. Attend regular and assigned training sessions to maintain and upgrade fire fighting skills.
 - 1. Actively participate in drills, demonstrations and courses in fire fighting techniques.
 - 2. Participate in proper fire ground techniques and procedures during drills.
- D. Respond as a driver/operator of fire apparatus under proper supervision.
 - 1. Drive and operate fire fighting vehicles and equipment.
 - 2. Operate equipment in an efficient and safe manner.

III. **ENVIRONMENT**

- A. **Primary:** While wearing protective gear (weighing approximately 25 lbs.) and Self Contained Breathing Apparatus (weighing approximately 35 lbs.), a fire fighter works both inside where there may be protection from weather conditions, and outside with no protection from weather. A fire fighter may work in extremely cold temperatures or extremely high temperatures; either will cause marked bodily discomfort or reactions. A fire fighter will encounter wet conditions and high humidity to cause bodily discomfort. Fire fighters work in smoke filled environments and are exposed to extreme heat and will encounter a variety of physical hazards such as: damaged structures, moving mechanical equipment, electrical equipment, working on high places, being exposed to burns, radiant energy, and exposure to explosives, toxic chemical and biological agents.
- B. **Secondary:** Frequently encounters noise and/or vibrations exceeding 80 decibels (constant or intermittent) to cause marked distractions or possible hearing loss.

IV. **KNOWLEDGE, SKILLS AND ABILITIES**

A. Requirements Involved:

- 1. **Equipment Requirements:**
 - a. Must be able to operate equipment such as hand tools, light and heavy equipment, and fire apparatus.
 - b. Must be able to operate a computer.
- 2. **Other Requirements:**
 - a. Must be able to understand the function of equipment and be able to assess their safety.
 - b. Must be familiar with the Association's safety rules and Safety Handbook.
 - c. Must be familiar with the Association's personnel policies and Personnel Handbook.

3. **GED Requirements:**

- a. Mathematical Development (GED Level 2): Must be able to multiply, divide, use fractions and read graphs.
- b. Language Development (GED Level 3): Must be capable of reading fire prevention textbooks, write reports with proper grammar and speak correctly in public.
- c. Reasoning Development (GED Level 4): Must be able to interpret instructions and use logic to solve concrete problems.

B. **Schedules and Other Conditions:**

1. **On Call:** Carry a pager. Respond to emergency calls per standard operating procedures all hours of the day or night.

C. **Physical Demands:**

1. **Vision:** Normal vision needed with or without correction. Requires both near and far acuity.
2. **Hearing:** Normal hearing needed. Fire fighters must discriminate among sounds in the environment with a great deal of background noise.
3. **Speech:** Must be able to communicate effectively with others.
4. **Lifting Needed:** A fire fighter may be required to lift or drag 100 pounds minimum at waist high and to lift 50 pounds over their heads.
5. **Walking and/or Mobility Needed:** Must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs and ladders. Must be able to balance and have the ability to steady oneself and keep from falling.
6. **Hands and Arms:** Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with hands); fingering (picking, pinching, or otherwise working with fingers); and feeling (perceiving attributes of objects such as size, shape, texture, temperature by means of receptors in skin, particularly those of the fingertips). Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.
7. Must be able to pass the Fire Fighters medical evaluation on an annual basis.

V. **MINIMUM REQUIREMENTS**

- A. High school diploma or GED.
- B. Valid Minnesota Class D Drivers License.
- C. Knowledge and ability to use a computer.

VI. **DESIRABLE QUALIFICATIONS**

- A. Two years experience as a volunteer fire fighter.
- B. First Responder Certified.
- C. CPR Certified.
- D. Incident Command System Training IS 700, IS 100, IS 200
- E. Hazardous Material Awareness Level Certified.
- F. Fire Related Courses.

NON-DISCRIMINATION POLICY

The Crookston Firefighter's Association does not discriminate on the basis of handicapped status in the admission or access to, or treatment of, or employment in its programs and activities.

AA/EOE

PHYSICAL AND ENVIRONMENTAL JOB FACTORS

Physical Factors	Code	Environmental Factors	Code
Standing Stationary	V	Work Alone	O
Moving About	F	Work With Others	F
Sitting	O	Work Around Others	F
Physical Strengths and Demands		Public Contact	C
Lifting-Push and Pull While Stationary:		Shift Work	C
Sedentary - up to 10 lbs.	F	Extended Day	F
Light Work - 11 to 20 lbs.	F	Inside	F
Medium Work - 21 to 50 lbs.	F	Outside	F
Heavy Work - 51 to 100 lbs.	O	Confined Area	O
Very Heavy - over 100 lbs.	V	Extreme Hot	V
Carrying-Push and Pull While Moving About:		Extreme Cold	O
Sedentary - up to 10 lbs.	F	Wet and/or Humid	O
Light Work - 11 to 20 lbs.	F	Noise	F
Medium Work - 21 to 50 lbs.	F	Vibration	O
Heavy Work - 51 to 100 lbs.	O	Mechanical Equipment	F
Very Heavy - over 100 lbs.	V	Electrical Equipment	F
Climbing	O	Pressurized Equipment	O
Balancing	O	Burning Material/Equipment	F
Stooping	F	Explosive Material/Equipment	F
Kneeling	F	Radiant Energy	F
Crouching	F	Moving Objects	F
Crawling	O	High Places	O
Reaching	F	Fumes/Odors	F
Twisting - Sitting	O	Dirt/Dust	F
Twisting - Standing	O	Gases	F
Handling	F	Poor Ventilation	F
Fingering	O	Computer Equipment	F
Feeling	C	Other:	
Talking	C		
Hearing	C		
Seeing - Near Vision	F		
Seeing - Far Vision	F		
Seeing - Depth Perception	F		
Seeing - Accommodation	F		
Seeing - Color Vision	F		
Seeing - Field of Vision	F		
Smelling	F		
Walking	F		
Reading	F		
Driving	F		
<p>CODES: Blank = Not Present V = Very Infrequent 1 to 2 times a week O = Occasional Up to 1/3 of time a week F = Frequent 1/3 to 2/3 of time week C = Constant More than 2/3 of time</p> <p>Americans With Disabilities Act</p>			

**Crookston Firefighters Association
Application of Employment**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print)

Position Applied For:		Date of Application:	
Last Name	First name	Middle Name	
Address	City	State	Zip Code
Home Phone		Cell Phone	

- | | | | | |
|--|-------|-----|-------|----|
| 1. High School Diploma or GED | _____ | YES | _____ | NO |
| 2. Knowledge and Ability to use a computer | _____ | YES | _____ | NO |
| 3. Valid Drivers License | _____ | YES | _____ | NO |
| 4. Minnesota Firefighter Certification | _____ | YES | _____ | NO |
| 5. CPR Certified | _____ | YES | _____ | NO |
| 6. Emergency Medical Responder Certified | _____ | YES | _____ | NO |
| 7. Incident Command System Training IS 700, IS 100, IS 200 | _____ | YES | _____ | NO |

(Questions 3-7: Please provide copies of documents and certifications)

Have you ever been convicted of a crime (exclude minor traffic violations) which would be considered a misdemeanor or a felony? If so explain: _____

Are you a Veteran or spouse of a Veteran? _____

Have you been previously employed by a Fire Department? _____ Dates & Department(s) _____

Are you currently employed? _____ May we contact your employer? _____

Have you ever had any **JOB RELATED** training in the United States Military? YES NO

If Yes, please describe: _____

**Crookston Firefighters Association
Application of Employment**

Education

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status

	High School	College	Graduate/Professional
School Name and Location			
Years Completed (circle one)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/ Degree(s)			

Describe any specialized training, apprenticeship, skills and extra curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application.	

Indicate any foreign languages you can speak, read, or write

	Speak	Read	Write
1	_____		
2	_____		
3	_____		

List professional, trade, business, or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status

References

Give name, address and telephone number of three (3) references who are not related or current members of this department

	Name	Address	Phone Number
1			
2			
3			

**Crookston Firefighters Association
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Employment Experience

Employer	Dates Employed	Work Performed
Address		
Telephone Number	Supervisor	
Job Title		

Employer	Dates Employed	Work Performed
Address		
Telephone Number	Supervisor	
Job Title		

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience.

Do you have any relatives or acquaintances in our employ? _____ YES _____ NO

If so, please give the name(s) and relationship:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 _____ YES _____ NO (Proof of immigration status may be required upon employment)

**Crookston Firefighters Association
Application of Employment**

Applicant's Statement

NOTE: Please do not put "see resume" instead of filling in the required information on this application. Your signature at the bottom of this page certifies that the information on the application (not the resume) is correct. Improperly filled out applications are not considered.

I CERTIFY that the information contained in this application is correct and I have not omitted any information. I understand that any falsification or omission of information may result in immediate termination.

I AUTHORIZE the schools, references, and my prior employees I have listed, to provide my record, reasons for leaving, and all other information they have concerning me and I release all parties from any and all liability or claims for damage whatsoever that may result therefrom.

I AGREE to abide by and conform to the Crookston Firefighter's Association rules and regulations. This includes a pre-employment background check and periodic driver's record check, as well as a mandatory pre-employment physical and random drug test.

I have lived in the Crookston area for _____ years. If hired, I am willing to take a physical exam and drug test.

Do you currently reside within the required response area? _____ YES _____ NO

The required response time is 10 minutes to the nearest fire station from your residence.

Signature of Applicant

Date

**Crookston Firefighters Association
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Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital, or Veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position Applied For: _____

Referral Source: _____ Advertisement _____ Friend _____ Relative

 _____ Employment Agency _____ Other _____

Voluntary Survey

Check One: Male _____ Female _____

Ethnic Origin:
_____ White _____ Hispanic _____ American Indian/Alaskan Native
_____ Black _____ Other _____ Asian/Pacific Islander

Check if any of the following are applicable:
_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Individual

Birth date: _____

Crookston Firefighters Association

Position Expectations



Must make a minimum of 25% of emergency calls per year.

The first year you are expected to attend all trainings and meetings.

After first year must attend minimum of 65% of trainings and meetings.

Must complete Firefighter I certification prior to end of your 3rd year.

Must complete 3 sectional school (weekend length) classes.

Must complete emergency medical responder training and certification.

Must stay 3 to 4 nights per year at the fire hall.(once qualified to do so)

Printed Name

Signature

(Submit this copy with application)