



JOB DESCRIPTION

Paid, On-Call Firefighter (Recruit or Experienced)

City of Fridley, Minnesota

Date:	September 25, 2017		
Position Title:	Paid-On-Call Firefighter (Recruit or Experienced)		
Department/Division:	Fire Department		
Grade:	555	Hourly Wage Range:	\$14.06 Recruit Firefighter \$14.34 Firefighter \$15.34 Fire Apparatus Officer (FAO)
FLSA Status:	Non-Exempt		
Position Reports And Is Accountable To:	Fire Captains		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION OBJECTIVE:

This paid, on-call position responds to fire, hazmat, rescue, medical, and other emergency incidents, participates in training and maintenance activities, and provides fire safety education training and community relations to the public.

ESSENTIAL JOB FUNCTIONS:

1. Respond to emergency incidents within assigned district and during scheduled periods, meeting minimum participation requirements.
2. Perform firefighting activities in accordance with NFPA Standards, including driving fire apparatus, operating pumps and related equipment, laying hose, and performing suppression, ventilation and overhaul tasks.
3. Perform activities related to technical rescue, emergency medical (EMT), and hazardous materials response.
4. Participates in required weekly drills, department meetings, committee and community activities, and other required training activities and meets minimum participation and competency verification requirements.
5. Serve on standby crew and/or duty crew as assigned.
6. Participates in the general maintenance of department facilities and equipment in accordance with department procedures, such as clean and wash station facilities and equipment; care for grounds around station; wash, hang and dry hose; wash, clean, inspect and maintain test apparatus and equipment.

7. Participate in and make presentations of department programs/activities to individuals, groups in the community on safety, medical and fire prevention topics.

OTHER JOB FUNCTIONS:

1. All other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Within 24 months of start date, successfully completed training and obtain certification as an Emergency Medical Technician, Firefighter I, Firefighter II and Hazardous Materials Operational level. (Preference will be given to those who have completed Firefighter I, Firefighter II, EMT, or Hazmat certifications.)

Applicants completing the formal selection process and who do not possess required certifications are eligible to enroll in the Anoka Fire Academy for classes beginning in February 2018.

3. Perform all physical duties normally expected of a firefighter. Shall meet medical requirements as established by the fire department physician and N.F.P.A. Standard 1582, medical and physical fitness standards. Shall comply with OSHA respirator requirements on an annual basis. Shall successfully pass a written skills assessment test, psychological exam, drug test and criminal background/reference check.
4. Must not have a psychological aversion to heights, water or confined space.
5. Possession of a valid Minnesota Driver's License by date of hire with no restrictions and good driving history.
6. Possess or have immediately available a licensed motor vehicle which the firefighter can drive to his/her assigned fire station, if driving is necessary to meet the department response time requirement.
7. Must reside within ten (10) minutes travel time to assigned fire station. Preference will be given to candidates able to respond to fire calls during evenings and weekends.

DESIRED QUALIFICATIONS:

1. Current Minnesota EMSRB certified Emergency Medical Technician.
2. Current Minnesota Fire Service Certification as Firefighter I
3. Current Minnesota Fire Service Certification as Firefighter II
4. Current NFPA 472 Hazardous Materials Operations Level Certification

KNOWLEDGE, SKILLS AND ABILITIES:

1. Operations, services and activities of the Fridley Fire Department.
2. Ability to learn, understand and carry out rules, regulations, principles, practices, and methods of comprehensive fire suppression, prevention, and other emergency services.
3. Demonstrate a high level of mechanical aptitude and operate equipment, which includes but is not limited to hand tools, power tools, light and heavy equipment, fire pumps, aerial ladders, and boats. Operate all fire department vehicles, including cars, trucks, and fire apparatus.
4. Ability to read and understand written materials such as operating manuals, textbooks, and safety instructions.
5. Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division necessary for response to fire, rescue, medical emergency and hazardous materials incidents.
6. Interpret instructions and use logic to solve problems.
7. Perform all physical duties normally expected of a firefighter. Shall meet medical requirements as established by the fire department physician and N.F.P.A. Standard 1582, for medical and physical fitness standards. Shall comply with OSHA respirator requirements on an annual basis.
8. Ability to communicate effectively verbally and in writing. Must clearly speak the English language, as well as have full comprehension of the English language.
9. Work effectively as a member of a team under stress caused by emergencies, danger, or criticism, including following instructions, as well as thinking and acting quickly under pressure. Make reasonable decisions regarding the safety of team members and his/her own self. Work under limited supervision or make independent judgment in stressful situations, which may have considerable impact to the organization.
10. Present a positive, constructive image and attitude in the performance of firefighter duties. Establish positive working relationships with the public, City staff, fire personnel and other agencies.

WORK CONDITIONS AND ENVIRONMENT:

Incumbents in this classification are required to work a minimum of fifteen (15) or more hours a month of scheduled shift assignments, which includes days, evenings, weekends, or holidays. Due to the varied and unpredictable nature of the work, incumbents may also be required to work extended hours or with little or no notice.

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of a Firefighter. The firefighter may work in environments that are immediately dangerous to life and health. The environment may include smoke or other toxic conditions. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions. See the enclosed physical activity requirements.

COMPENSATION AND BENEFITS:

\$14.06 Recruit Firefighter

\$14.34 Firefighter

\$15.34 Firefighter Apparatus Operator (FAO)

Additional benefits include \$25,000 term life insurance, City wellness program, workers' compensation, employer's share of payments to Social Security, Medicare, and Fridley Firefighters Relief Association membership and pension.

APPLICATION PROCEDURE:

Submit City of Fridley application no later than 4:00 p.m. Mon. Oct. 30, 2017. For application materials go to the City's website at: www.FridleyMN.gov/jobs or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 or (763) 572-3504.

IMPORTANT DATES:

Applications Open – October 6, 2017

Open House – October 7, 2017

Recruitment Fair -- October 12 (6-8 p.m.)

Applications Close – October 30, 2017

Written exam – November 12 – 6:00-8:00 p.m. (Study Guides are available for preparation of the exam by contacting Assistant Fire Chief Mark Seaton at 763-572-3611 or at: mark.seaton@fridleymn.gov)

First Round of Interviews (early December – Dates To be Determined)

2nd Round of Interviews (mid-December - TBD)

Finalists named and conditional job offers made (TBD)

Backgrounds, physical exams, medical exams (December - TBD)

Orientation meetings (January 2018 - TBD)

Fire Academy starts in February 2018

September 2017

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital or familial status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

EEO/ADAAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Recruit Firefighter (Paid-on-call)

Department/Division: Fire

Brief Description of the Job Performed: This paid-on-call position responds to fire, hazmat, rescue, medical, and other emergency incidents, participates in training and maintenance activities, and provides fire safety education training and community relations to the public.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others				X	Sitting				X
Reading			X		Works Alone		X			Standing				X
Writing			X		Customer Contact				X	Walking				X
Reasoning				X	Shift Work				X	Running		X		
Problem Solving				X	Extended Day				X	Lifting				X
Attentiveness				X	Extreme Hot			X		Pushing/Pulling				X
Work Supervision			X		Extreme Cold			X		Carrying				X
Guidance Available			X		Extreme Noise			X		Bending at Waist				X
Autonomy		X			Confined Area		X			Climbing				X
Social Interaction				X	High Places			X		Repetitive hand motion		X		
Supervising Other Employees		X			Work Indoors			X		Twisting upper Body				X
					Work Outdoors			X		Reaching				X
					Mechanical Hazards			X		Kneeling				X
					Electrical Hazards			X		Driving				X
					Explosive Material		X			Crouching				X
					Chemicals (OSHA Def).			X		Crawling				X
					Odors, smoke, fumes,			X		Use arm muscles over extended periods				X
					Gases			X		Use leg muscles over extended periods				X
					Stressful situations			X		Over shoulder height work				X
					Vibratim		X			Stationary desk or bench work with neck bent forward		X		
					Bloodborne pathogens, infections materials		X			Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				X

Demand Codes:

Blank = Not Applicable or Not Present
 O = Occasional, up to 1/3 of time
 C = Constant, more than 2/3 of time

VI = Very Infrequent, 1 to 2 times a week
 F = Frequent, 1/3 to 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	2	Hand tools	Ground to head
11 - 24	2	Personal protective gear	Ground to shoulder
25 - 34	2	Self contained breathing apparatus	Ground to head
35 - 50	2	Portable power tools	Ground to chest
51 - 74	2	Portable fan (smoke)	Ground to waist
75 - 100	2	Fire hose	Ground to shoulder
100 - 150	1	Extension ground ladder	Ground to shoulder

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	2	Hand tools	Ground to above head
11 - 24	2	Personal protective gear	Ground to shoulder
25 - 34	2	Self contained breathing apparatus	Ground to head
35 - 50	2	Portable power tools	Ground to chest
51 - 74	2	Portable fan (smoke)	Ground to waist
75 - 100	2	Fire hose	Ground to shoulder
100 - 150	1	Extension ground ladder	Ground to shoulder

Note: The duties listed above 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 position.