Human Resources

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DATE: August 31, 2021

TO: Civil Service Board

FROM: Laura Dahl
Human Resources Generalist

SUBJECT: Revised Job Classification of Firefighter

RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FIREFIGHTER.

Background Information

The Fire Chief would like to add clarifying language regarding obtaining MN State Firefighter license. We also included new language in case CPAT testing facilities are closed due to COVID.

The content of the revised job description was created with assistance from Fire Chief Krizaj and Deputy Fire Chief Kleive. The changes have been shared with the Fire Union and they agree to the changes.

Outline of Duties

To safeguard lives and property by fighting and preventing fires and performing rescues under crisis and threatening situations.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Firefighter.

FIREFIGHTER

SUMMARY/PURPOSE

To safeguard lives and property by fighting and preventing fires and performing rescues under crisis and threatening situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Fight, control, and extinguish fires using all available technology and equipment in accordance with accepted practices.
2. Prevent fires and other disasters through education, inspection, and any other available and practical means.
3. Rescue life, prevent injury, and salvage property under crisis and threatening situations.
4. Limit or prevent the escape of hazardous materials into the environment.
5. Operate, repair, and maintain equipment, systems, buildings, grounds, and other items and equipment used by the Fire Department.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
   - A. Completion of an accepted program of training in firefighting equivalent to IFSTA Firefighter II, or an equivalent combination of education and experience at time of application.
   - B. Current Firefighter II certification from the Minnesota Fire Service Certification Board or equivalent certification accredited through IFSAC or NFPA Pro Board required at the time of interview scheduling.

2. License Requirements
   - A. Current certification at the level of Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians required at the completion of probation.
   - B. Ability to obtain and maintain a current MN State firefighter license per MN Statute 299N at the completion of probation.

3. Preferred Requirements
   - A. A valid vehicle operator's license equivalent to a Minnesota Class "D" Driver's License.

4. CPAT Requirements
   - A. Must provide proof of passing the IAFF/IAFC CPAT test within previous six months of written exam date. This requirement may be delayed if local testing facilities are unavailable. Must provide proof of passing the IAFF/IAFC CPAT within three months once testing becomes available.

5. Knowledge Requirements
   - A. Knowledge of firefighting, rescue, hazardous materials, and fire prevention basic practices.
   - B. Knowledge of mechanical systems in order to effectively maintain and operate firefighting apparatus, equipment, and tools.
   - C. Knowledge of basic national, state and local codes, statutes, ordinances, and laws as they relate to the Fire Department mission.
   - D. Knowledge of the properties and reactions of common and uncommon chemicals and products.
   - E. Knowledge of general physics, hydraulics, and technical math as they relate to firefighting.

6. Skill Requirements
   A. Skill in communicating one-on-one and in front of groups for the purpose of obtaining or providing information.
   B. Skill in rapidly analyzing critical situations and determining appropriate course of action.
   C. Skill in building community relationships.
   D. Skill in establishing and maintaining effective working relationships with peers.

7. Ability Requirements
   A. Ability to fight, control, and extinguish fires and effect rescues under threatening conditions using all available technology and equipment in accordance with accepted practices, including those defined by OSHA, NFPA, ANSI, and others.
   B. Ability to understand, implement, and give oral instructions.
   C. Ability to understand and use advancing technology in the Fire Service.
   D. Ability to establish good working relationships with the public and other public safety organizations.
   E. Ability to be courageous and careful, and to use good judgment in crisis and threatening situations.
   F. Ability to discriminate visually and aurally in order to assess and neutralize threats during crisis and threatening situations.
   G. Ability to operate and maintain equipment used while performing the above job functions.
   H. Ability to write and understand fire and medical reports.
   I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

8. Physical Ability Requirements
   A. Ability to physically perform all duties that may be assigned during emergencies as required by OSHA 1910.156.
   B. Ability to perform all tasks which require the use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
   C. Ability to climb/descend ladder carrying heavy load.
   D. Ability to drag heavy objects such as victims or fire hoses.
   E. Ability to hold, control, and aim fire hoses in operation under high pressures.
   F. Ability to affect forceful entry in to structure.
   G. Ability to use a pike pole, axe, and/or power saw to ventilate a roof while on ladder.
   H. Ability to balance while carrying heavy load and crossing narrow and/or high pathway.
   I. Ability to climb/descend vertically using rope climbing techniques while carrying or guiding a heavy load.

9. Other Requirements
   A. Must pass extensive physical and medical examinations.
   B. Must pass periodic physical and medical examinations to verify the continued ability to perform all duties that may be assigned during crisis and threatening situations.
   C. Must not use by any method any tobacco or similar product.
   D. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Station or at a location from which they can respond by vehicle to Headquarters Fire Station within 30 minutes of being notified, given normal driving conditions.

HR: LD	Union: Fire	EEOC: Protective Services	CSB:	Class No: 4401
WC: 7706	Pay: 226	EEOF: Fire Protection	CC:	Resolution:

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WC: 7706	Pay: 226	EEOF: Fire Protection	CC: ~~07/17/2017~~	Resolution: ~~17-0523R~~