

## Glenrock Fire Department - Job Description

**Position Title:** Firefighter

**Immediate Supervisor:** Fire Chief

### Job Summary

Under general supervision, performs work of routine difficulty in emergency operations and prevention, the maintenance of department property and equipment, and performs other related work as required.

### Job Scope

Reports directly to the Fire Chief. Engages directly in emergency operations and routine non-emergency functions.

### Essential Job Duties and Responsibilities

Responds to alarms of all types of fire and other emergencies with a pumper, ladder truck, wildland truck, or rescue truck. Drives fire engines and other vehicles.

Lays and connects hoses; holds nozzles and directs water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment; enters burning buildings for rescue and extinguishment; ventilates burning buildings by opening windows or by chopping holes in roofs or floors; removes persons from danger and administers first-aid to injured persons.

Performs salvage operations, such as dwelling salvage covers, sweeping water and removing debris.

Responds to a variety of calls of an emergency nature requiring the performance of light- to heavy-duty rescue activities, such as administering oxygen, performing CPR, and operating various equipment used in rescue operations.

Participates in fire drills and attends regular in-house meetings on firefighting, rescue, first-aid, fire prevention, equipment maintenance and related subjects; studies assigned materials.

May be assigned hazardous materials mitigation duties at the operations or technician level.

Attends required training for emergency medical certification, hazmat certification, Firefighter certification, technical rescue and other required training as necessary.

May perform public education duties.

Performs general maintenance and cleaning work in the upkeep of departmental apparatus, equipment, furnishings and structures; washes, hangs and dries hoses; washes, cleans and polishes apparatus.

Answers general questions from the public.

May operate radio equipment, mobile data computers and computer equipment.

May be assigned to special assignments, i.e. Public Education.

Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.

Performs other related duties as required.

### **Physical and Environmental Conditions**

Required physical activities include climbing, bending, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, feeling, talking, hearing, carrying, and twisting. Participates in department Physical Fitness Program.

Physical characteristics of work include very heavy work requiring exertion in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Environmental conditions include work performed inside or outside and includes being exposed to cold, heat, liquids, mud, slippery surfaces, moving machinery and tools, exposure to infectious agents, hazardous substances, noise, poor visibility, sharp objects, vibration, confined spaces, cramped body positions, heights, smoke, dust, mechanical hazards, electrical hazards, atmospheric conditions that affect the respiratory system, oils, grease, radiation, noxious odors, use of Self- Contained Breathing Apparatus, and weather elements (including sun, rain, snow and ice).

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience, and Certification**

High school diploma or equivalent required. EMT certification required within 18 months of employment. Firefighter I certification required within first year of employment. Must live within 10 miles of the corporate limits of the Town of Glenrock within one year of hire. Valid Wyoming Class B driver's license with satisfactory driving record required. Must be 21 years of age.

Must pass criminal background check.

### **Knowledge, Skills, and Abilities**

Some knowledge of elementary mechanics, physics, and chemistry. Basic knowledge in computer use and office software applications. Working skills in understanding both oral and written instructions, learning a wide variety of fire-fighting, emergency medical services, incident management system, technical rescue, and inspection techniques, and methods within a reasonable period, performing heavy physical labor under adverse conditions, driving fire equipment carefully and safely in accordance with local traffic laws, thinking and acting quickly in emergency situations, and utilization of tools and handling of ropes and equipment. Some skill in performance of routine mechanical maintenance tasks.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

### Knowledge, Skills and Abilities

Some knowledge of elementary mechanics, physics, and chemistry. Basic knowledge in computer use and office software applications. Working skills in understanding both oral and written instructions. Learning a wide variety of the following: emergency medical services, incident management systems, patient care, and inspection techniques. Working with a reasonable degree of accuracy in performing physical labor under adverse conditions, driving the equipment carefully and safely in accordance with local traffic laws, thinking and acting quickly in emergency situations, and utilization of tools and handling of ropes and equipment. Some skill in performance of certain medical and maintenance tasks.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel in this position.