

# City of Winona - Fire Department

## Job Description - Firefighter

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### **Purpose of Position**

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Provide firefighting responsibilities and serve as Driver/Operator

### **Major Duties and Responsibilities**

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#### **Command an emergency scene as needed**

- Assign employees to perform tasks such as attack fire, rescue victims, etc.
- Ensure the safety of firefighters
- Preserve the fire scene until investigators arrive
- Assist with emergency medical care as needed
- Direct overhaul and salvage operations
- Assure that utilities are disconnected
- Ensure that all equipment is accounted for and put back into place
- Report missing or damaged equipment to administration
- Call for mutual aid and/or supplementary resources

#### **Respond to emergency fire situations**

- Get to fire scene safely
- Follow firefighting procedures and directions to put out fire
- Hook up supply line and hose to fire hydrants
- Re-operate truck and truck water pumps by controlling water pressure
- Operate sprinkler systems and fire alarms
- Turn off electricity by pulling electric meters
- Enter buildings through force
- Conduct search and rescue operations
- Salvage and protect property with soap and water
- Operate all fire truck equipment

#### **Respond to motor vehicle accidents and general medical calls**

- Respond to accidents as EMT
- Extract, secure and mobilize at accident scenes
- Contain any hazardous spills that may occur
- Provide medical services to any injured people

#### **Maintain Fire Department equipment**

- Maintain fire trucks by checking oil, gas, fluids and parts on a daily basis
- Check inventory on truck daily
- Maintain engines on Fire Department vehicles
- Install and maintain water pumps on fire trucks
- Check tanks on fire trucks to ensure proper function
- Check all nozzles on fire trucks

- Examine Fire Department building constructions and layouts
- Test water pressure in hydrants to maintain rating standards
- Clean water pipes as scheduled or needed

**Maintain fire hydrants**

- Examine gate valves and use hydrant wrenches to help in hook-up
- Examine all connects and valves associated with hydrants and trucks

**Perform other duties as directed**

## **Job Context**

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The Fire Lieutenant is a full-time position in the Fire Department. The immediate supervisor for the position is the Fire Chief. The person in this position is supervised every two to three days, and has no supervisory authority. The Fire Captain works regular hours year-round, with occasional overtime when the workload demands it. There is always shift work. The person in this position is always on call. 10% of the work for this position is indoors; 90% is outdoors and requires work 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. This exposure includes but is not limited to carbon monoxide, burning structures, fuels, and other hazardous materials. The person in this position must be a Certified Firefighter, have a valid drivers license, and must have a high school diploma or its equivalent. Four years of experience in this field is required for this position. The stress level associated with this position is very high during the emergency situations. Physical work involved with this position includes, but is not limited to, wearing full protective gear, diving into low or no visibility water of extreme temperatures and carrying heavy weight objects or persons.

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

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**Knowledge:**

- Principles, practices, and procedures of fire suppression
- Proper utilization and maintenance of apparatus, tools, equipment, and facilities
- Rules, regulations, and procedures of the Fire Department
- Applicable laws and codes pertaining to fire prevention, inspection, and suppression
- Geography and locations of hydrants and water supplies

- Emergency communications procedures and operations
- Basic fire science principles
- Layout of city streets
- Location of equipment on engines and ambulances
- Layouts of buildings in town
- General office and filing procedures
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions of municipal government

**Skills and Abilities:**

- Operate construction equipment
- Operate self contained breathing apparatus
- Operate pumps
- Provide professional leadership for assigned shift
- Implement goals, objectives, and practices for providing safety services
- Make sound decisions in an emergency
- Analyze emergency situations quickly and correctly; implement effective course of action
- Prepare operational work records and reports
- Meet physical requirements necessary to effectively perform duties
- Use hand tools to make repairs
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community service situations
- Prioritize daily work flow
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Implement and follow departmental and City procedures