



## JOB DESCRIPTION

---

|                    |             |               |                      |
|--------------------|-------------|---------------|----------------------|
| <b>JOB TITLE:</b>  | Firefighter | <b>FLSA:</b>  | Non-Exempt           |
| <b>DEPARTMENT:</b> | Fire        | <b>GRADE:</b> | 228                  |
| <b>REPORTS TO:</b> | Fire Chief  | <b>DATE:</b>  | 10/26/2017 (Revised) |

---

### **SUMMARY OF JOB PURPOSE:**

To respond to fire alarms, medical emergency and other calls to protect life and property; and to participate in fire prevention, training, and station and equipment maintenance activities. Receives direction from higher level supervisory and management staff.

### SALARY AND BENEFITS:

Hourly rate: \$20.4920 - \$25.5919

Annual rate: \$59,672.64 - \$74,523.62

Employees with the Carson City Fire Department are afforded a generous benefits package, to include items such as a retirement package, health, dental, and life insurance, and deferred compensation as per the Collective Bargaining agreement with the Carson City Firefighters Association Local #2251.

### ESSENTIAL FUNCTIONS:

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.***

- Respond to fire alarms with assigned company; lay and connect hose; operate pumping apparatus; hold nozzles and direct water streams; raise and climb ladders.
- Ventilate burning structures; enter buildings to evacuate occupants.
- Respond to a variety of general emergency rescue calls including auto accidents, gas system leaks and wildland and structural fires, search and rescue incidents.
- Prepare and maintain a variety of firefighting preplan drawings and schematics.
- Operate a variety of potable firefighting equipment including extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, self-contained breathing apparatus, aerial ladder equipment, emergency medical and other rescue equipment.
- Administer medical aid; assist paramedics at medical emergencies; apply techniques for patient care; utilize immobilization techniques to stabilize patients.
- Perform medical aid at the Emergency Medical Technician level.
- Inspect building structures for compliance with fire codes; prepare reports; explain City fire codes and fire prevention policies and procedures to the public.
- Respond to hazardous materials incidents; secure hazardous material scenes and identify spilled chemicals and other materials posing danger to the public; participate in hazardous materials mitigation activities.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**Essential Functions continued:**

- Participate in fire drills; attend training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- Detect and preserve evidence at a fire scene; participate in determining fire origins and causes.
- Participate in station and vehicle maintenance work.
- Perform related duties and responsibilities as required.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

**QUALIFICATIONS:**

*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, skill, and/or ability required.*

**Education and Experience:**

Graduation from high school, GED or equivalent education.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- A valid Driver's License is required at time of application. Incumbents must be able to obtain a valid Nevada Driver's License at time of appointment.
- Ability to obtain and maintain an Ambulance Attendants License within one month of hire.
- Current CPR certification.
- Nevada State Emergency Medical Technician Basic or Advanced (EMT-B or AEMT) certification or Nationally Registered Emergency Medical Technician.

**Required Knowledge and Skills**

Knowledge of:

- Basic principles, practices and procedures of modern firefighting.
- Arithmetic computations and formulas.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Evaluating patient's conditions and properly render emergency medical care.
- Analyzing fire and emergency situations and adopt effective course of action.
- Operating and maintaining voice radio equipment.
- Understanding and acting in accordance with departmental policies, rules, and instructions.
- Learning and applying firefighting techniques and procedures.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Skill in con't:

- Demonstrating physical aptitude at a level required by general firefighting activities.
- Thinking and acting quickly and effectively in emergencies.
- Understanding and following oral and written directions promptly and accurately,
- Performing heavy lifting and physical maneuvering.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**SUPERVISION RECEIVED AND EXERCISED:**

***Under General Supervision*** – Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

**CONDITIONS OF EMPLOYMENT:**

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the administrative order and may be laid off or discharged during this period for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Employees are required to attend and successfully graduate from the Fire Training Academy. Failure to graduate from the Fire Training Academy will result in termination of employment.
4. Employees who do not currently possess Paramedic Licensure will be required to attend and successfully complete Paramedic School. Deadline to complete Paramedic School and become a licensed Paramedic will be determined by the Fire Chief and outlined in the employees offer letter. Failure to obtain the Paramedic Licensure within the timeline determined by the Fire Chief will result in termination of employment.
5. Employees may be required to complete Incident Command System training as a condition of continuing employment.
6. Any employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
7. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.
8. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).
9. Carson City is an Equal Opportunity Employer.
10. All employees covered by this job description are subject to drug and alcohol testing in accordance with the Carson City Fire Department's Drug and Alcohol Policy which mandates drug and alcohol testing and includes pre-employment, random and reasonable suspicion testing. Employees in violation of the policy are subject to discipline up to and including termination of employment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**