



ASSISTANT FIRE TECHNICIAN POSITION DESCRIPTION

POSITION OVERVIEW

Under the supervision of the Fire Technician, performs responsible and varied duties working with the public in the area in the fire station. Assists Fire Technician in the use of fire services, equipment, and facilities, working as part of a team to support fire Department goals and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with testing and washing fire hose.
- Assists with keeping all fire equipment clean and ready.
- Assists with doing light service work to equipment that is used within the fire station.
- Assists with doing Monthly, Weekly, Daily truck checks of equipment on the fire trucks.
- Assist with special projects and performs other duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Demonstrated customer-service orientation, exceptional organizational skills, basic computer literacy with familiarity in the fire department.

SPECIAL REQUIREMENTS

Must be at least 16 years of age.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact courteously and effectively with the public
- Ability to understand and interpret the workings of the fire service
- Ability to work both independently and as a team member

PHYSICAL DEMANDS

- Ability to move and/or lift materials up to 25 pounds.
- Ability to push a loaded and climb on ladders
- Regularly required to stand, walk, bend, kneel, reach, climb, balance and sit.
- Vision and hearing at or correctable to “normal ranges”

WORK ENVIRONMENT

Work is performed in a fire station while standing or walking or kneeling for a short periods of time.

HOURS AND PAY

Part-time; hours for the summer at 40 hours a week from 8am to 5pm. Monday – Friday. Seasonal dates from the end of May to 1st part of Oct

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FUNCTIONAL JOB DESCRIPTIONS

DATE: _____

Position: _____

Employee Name: _____

Physician Approval: _____

Date Developed: 01/27/25 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of an eight-hour workday. Scheduled maintenance only. Event driven schedule.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 - 10 HOUR DAY	COMMENTS
Sit	1		Event Driven
Stand	4+		Event Driven
Walk	4+		Event Driven

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously =67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			In/Out Fire Trucks
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	75 pounds			
Lift (pounds)	75 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicle
Simple hand grasping	X	X	
Firm hand grasping	X	X	Hoses
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		All firefighting PPE, Respirators, HPD, gloves, suits.
Correctable vision to 20/40 Near/Far	X		

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		

The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
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Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		
Reading Skills:			
Basic instructions material	X		
Technical information	X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for Assistant Fire Technician**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Updated and approved by the City Commission on February 18th, 2025.