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**Position Title:** Firefighter, Part-Time  
**Department:** Fire Department  
**Accountable To:** Fire Chief

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### **PRIMARY OBJECTIVE**

The Part-Time Firefighter shall perform duties including, but not limited to: fire suppression, emergency medical response, hazardous materials response, rescue operations, training exercises, fire prevention education, and other duties as assigned by the Fire Chief or his/her designee. After the initial training period, individuals in this position will work a designated number of scheduled shifts or hours specified by the department. The position is supervised by the Fire Chief and other fire department leadership as dictated by the chain of command.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

1. Performs firefighting activities in accordance with NFPA standards including but not limited to stretching hose, performing fire suppression, containment, ventilation, driving fire apparatus, operating pumps, and operating other related equipment.
2. Responds to and assists in emergency situations, including but not limited to, rescuing persons and protecting properties; evacuating, securing, and coordinating emergency scenes; operating equipment in an efficient and safe manner; and assisting other emergency agencies in the performance of their duties, which may include emergency management functions, mitigation and recovery efforts.
3. Performs critical firefighting activities and responds to emergency situations under stressful, hazardous, and unpredictable circumstances within adverse environments, which require time-sensitive responses and prolonged physical and mental exertion.
4. Performs functions at times while wearing SCBA and PPE and maintains ability to communicate with other department members while wearing the same.
5. Actively participates in required training, department meetings, committees, and community activities.
6. Understands and follows state, local, and department regulations and SOPs
7. Participates in station and apparatus maintenance activities.
8. Conducts public education, fire prevention, personal safety, and other education activities as assigned.
9. May be assigned or responsible for administrative responsibilities including, without limitation, completion of incident reports.
10. May be responsible for developing and conducting fire and EMS training.
11. May take a leadership role during calls for service providing direction to less experienced firefighting personnel, as assigned by a supervisor or in the absence of a supervisor.
12. Perform other duties as required, assigned, or apparent.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 18 years of age or older
2. High school diploma or equivalent
3. Must possess and maintain a valid driver's license
4. Must annually pass the department medical and physical exams, background check and qualifications

The following certifications must be obtained within two (2) years of hire and then after maintained throughout employment:

1. Minnesota or IFSAC Accredited Firefighter II
2. National Registry EMT
3. Hazardous Materials Operations
4. Minnesota Firefighter License
5. Minnesota Fire Apparatus Operator (FAO)

**DESIRABLE QUALIFICATIONS:**

1. Enrolled in or completed firefighter training.
2. Has firefighter certifications.
3. Has EMS certifications.
4. Has experience working as a firefighter.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands or fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform certain essential functions.

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in various settings with different noise levels.

**EXAMPLES OF PERFORMANCE CRITERIA**

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively orally and in writing.
- Demonstrates ability to multi-task and transition quickly between job assignments or tasks.

**SELECTION GUIDELINES**

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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