

**Firefighter  
City of Albert Lea**

Title of Class: Firefighter  
Effective Date: May 2007  
Revision Date: April 2015

Department: Fire Rescue  
FLSA: Non-Exempt  
Union: IAFF- Local 1041

## **DESCRIPTION OF WORK**

General Statement of Duties: Performs responsible fire prevention and suppression work involving the protection of life and property from fire and other hazards, the extinguishing of fires, the treatment of emergency medical problems and the inspection of property; performs related duties as required.

Supervision Received: Works under the general and technical supervision of the Fire Captain on duty and the general direction of the Deputy Fire Chief.

Supervision Exercised: None.

## **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- \*Responds to fires and emergency calls; connects and handles hose lines and nozzles; places or hoists ladders; turns water on and off; uses axes, bars, or hooks as appropriate; and utilizes chemical extinguishers or hoses to extinguish a fire.
- \*Ensures all people are evacuated or extracted from dangerous situations, performs rescues as appropriate, including water rescues.
- \*Ventilates burning buildings by opening or breaking doors or windows or cutting holes through walls, roofs or floors
- \*Forces entry into buildings in emergencies by breaking glass, springing or forcing doors, windows, or gates, cutting locks, bars, or wire grating, or breaking walls.
- \*Attends to ill and injured persons at the first responder level at an emergency scene.
- \*Assists in crowd control in emergency situations.
- \*Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building.  
May participate in the determinations of a fire's cause of origin and assist in an arson investigation.
- \*Completes incident reports using specialized software and maintains records as required and assists with the department annual report.
- \*May develop pre-plans, purchase miscellaneous supplies and assist with budget preparation.
- \*May perform fire engineer duties including driving vehicles to the scene and managing pump operations during fire suppression.
- \*Enforces state laws and local ordinances as they relate to fire prevention; issues citations to violators and appears in court as needed.
- \*Participates in drills, demonstrations, and courses related to equipment use, fire fighting techniques, and rescue procedures.

**Firefighter  
City of Albert Lea**

- \*Participates in the cleaning, maintenance and care of quarters, equipment, tools, vehicles, apparatus, and grounds.
- \*Checks, paints, thaws, clears path around, flushes and performs flow testing on fire hydrants; pumps out remaining water in the fall.
- \*Assists in searches for missing persons and lost children as needed.
- \*Lubricates, cleans, and polishes fire fighting equipment.
- \*May be assigned as second in command to perform captain duties in their absence, and inspect commercial and apartment buildings for fire hazards, life safety issues and compliance with fire ordinances;
- \*May assist with City Hall maintenance in the absence of the building maintenance/custodial staff including: changing outside lights, washing outside windows, checking the boilers and air conditioning units and shoveling.
- \*May advising and teaching fire safety, evacuation procedures, and fire prevention;
- \*Assists with fire prevention and fire safety activities such as Safety Days at nursing homes, presenting fire safety information to pre-school and school-age children, organizing poster contests, helping with Safety Camp, speaking to employees at the request of businesses, conducting fire extinguisher or other demonstrations and developing and presenting information for Radio Talk.  
Assists with Fire Explorer program, overseeing their community service activities; may coordinate the program.
- \*Handles calls for Call-in/Reassurance Program; drives to the homes of those who they are unable to reach to check on their welfare and assist as necessary.
- \*Tests for carbon monoxide in homes, installs smoke detectors and changes batteries for elderly and others who need assistance as requested.
- \*Ensures civil defense sirens are operating properly; installs and performs minor maintenance and cleaning.
- \*Inspects new and existing businesses in the City to familiarize self with street location, utility shut-off points, fire alarm panel locations, location of building key lock boxes, location of nearest fire hydrant, and potential hazardous materials.  
Performs blood pressure checks at City Senior Citizen Center and records number of participants and individual readings.
- \*Inspects properties for junk cars in accordance with City ordinance, writes tickets and arranges for cars to be towed.  
Assists in designing and conducting training for paid-on-call firefighters and new full-time firefighters.  
Assists in giving tours and demonstrations to the public.
- \*Prepares shift reports and annual reports on assigned responsibilities.  
May research and provide recommendations for equipment purchases.  
May submit annual budget requests for assigned areas of responsibility.  
Performs other duties as needed or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- \*Considerable knowledge of fire fighting and emergency rescue techniques and practices.

**Firefighter  
City of Albert Lea**

- \*Considerable knowledge of risks and standard safety practices related to firefighting and emergency rescue.
- \*Working knowledge of fire behavior, fire chemistry and the effects that various fuels and materials have on fire and knowledge of hazardous materials.
- \*Working knowledge of emergency Management and the incident command system.
- \*Working knowledge of City layout including important buildings and the street system.
- \*Working knowledge of building construction, wiring practices, fire codes, math and hydraulics.
- \*Working knowledge of emergency medical response including patient care at the First Responder level and medical triage.
- \*Working knowledge of departmental rules and regulations.
- \*Considerable skill in the operation and maintenance of a wide variety of fire fighting equipment, tools, and apparatus.
- \*Considerable skill in fire suppression and emergency rescue.
- \*Considerable ability to work at heights of over 10 feet, under adverse weather conditions, around smoke, heat, fire, hazardous materials, irritants, fumes, as well as exposure to electrical hazards and other adverse conditions.
- \*Considerable ability to understand and follow oral and written instructions.
- \*Considerable ability to frequently climb ladders and/or stairs, lift and maneuver equipment occasionally weighing up to 100 pounds and frequently weighing 40-50 pounds, and occasionally up to 150 pounds and to maintain balance with heavy loads and under adverse conditions.
- \*Considerable ability to communicate effectively with department staff and the general public.
- \*Considerable ability to react appropriately under pressure and make quick decisions.
- \*Considerable ability to stand, walk, bend, stoop, crouch, kneel, twist, turn, perform repetitive movements, work in confined spaces, push, and pull while performing the regular duties of this position.
- \*Considerable ability to see, hear, touch, smell, and use both large and fine motor skills while performing the functions of this position.
- \*Working ability to safely operate a motor vehicle or fire apparatus, sometimes under adverse conditions.
- \*Working ability to collect and maintain data and enter information into fire-related software.

**MINIMUM QUALIFICATIONS**

High School Diploma or equivalent, completion of an NFPA 1001 curriculum/MN Firefighter I certification or equivalent; certification as an Emergency Medical Responder (EMR). Must be licensed by the State of MN.

Must possess and maintain a valid driver's license.

May be required to obtain and possess a Special Engineer's Boiler's License.

\*Note: Asterisked items are essential to the job.