



BAKER CITY, OREGON

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www.bakercity.com

BAKER CITY'S MISSION STATEMENT

Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification:

Union – IAFF

FLSA Status:

Non-Exempt

Department/Reports to:

Fire Department/Fire Chief

Pay Range:

Base – Step4

FIREFIGHTER **JOB DESCRIPTION**

Summary/Objective

In order to protect life and property, performs firefighting, emergency aid, hazardous materials and fire prevention duties; performs ambulance driving and life-saving duties; drives and operates fire apparatus and equipment; maintains EMT-I or Paramedic status; performs routine maintenance and custodial work on station and equipment; actively takes part in departmental training activities.

Essential Functions

1. Performs firefighting activities including responding to fire alarms, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks; may drive engines; operate and maintain portable fire equipment and all other related fire apparatus and equipment and tools, and breathing equipment, including but not limited to portable fire equipment, power saws, smoke fans, pike poles, axes, shovels, ropes, fire hoses, and appliances, aerial and ground ladders, extrication equipment, and fire hydrants; uses forcible entry techniques; may set up apparatus for operational activities; performs salvage operations such as throwing salvage covers to protect items not yet damaged by fire, smoke, or water; sweeping water, and removing debris.

2. Respond to ambulance calls; drive ambulance and/or perform emergency, life-saving aid or first aid on injured or ill; provide other assistance as required; operate and maintain portable ambulance equipment and extrication equipment; keep ambulance records as assigned.
3. Answer incoming calls; contact required personnel; may ensure presence of reserve units by contacting designated call-back personnel; may relay information as required; may maintain log of location of personnel and equipment; in event of emergency situation, may maintain on-going contact with responding personnel, keep them informed of incoming pertinent information; may keep track of various information such as hydrants out and streets closed and keep fire personnel informed.
4. May issue burn permits and enforce weed ordinance; may aid in fire inspections of buildings, hydrants, and other structures in fire prevention programs as assigned; may maintain data and records regarding fire inspection or prevention activities; may prepare a variety of reports regarding fire inspection or prevention as required; presents programs to the community on safety, medical, and fire prevention topics.
5. Performs assigned house work at station, including but not limited to, window washing, cleaning kitchen appliances and cupboards and cleaning walls, floors and carpets; may perform station maintenance, including but not limited to, repair, painting and minor alterations; may perform minor repair to departmental equipment as needed; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
6. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials and related subjects as assigned; may instruct classes in assigned subject areas; may assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Other Identified Task Statements/Duties

1. Attends outside department fire schools as assigned; may assist in supervising volunteer firefighters as required; may assist in training new employees as assigned; may assist in department supervisory and administrative activities as assigned.
2. Perform grounds maintenance duties, including snow removal, mowing, trimming, and sprinkling.
3. Patient privacy:
 - a. The employee is expected to protect the privacy of all patient information in accordance with the City's privacy policies, procedures and practices as required by federal and state law, and in accordance with general principles of

professionalism. Failure to comply with the City's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with the City.

- b. The employee may access protected health information and other patient information only to the extent that is necessary to complete his/her job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other city operations.
- c. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City's policies and procedures on patient privacy and any observed practices in violation of that policy to the Privacy Officer.
- d. The employee is expected to actively participate in City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with City policy.

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

Knowledge, Skills, and Abilities:

KNOWLEDGE:

Knowledge of:

- Ambulance, life-saving, emergency medical, first aid, and resuscitation principles, equipment, and techniques;
- Modern fire suppression and prevention;
- Hazardous materials;
- Inspection principles, procedures, techniques, and equipment;
- Applicable laws, ordinances, departmental standard operating policies;
- Life-saving, first aid, and resuscitation principles;
- Business English, grammar, spelling, punctuation, and composition.

SKILLS:

- Operate motor vehicle (Current Oregon Driver's License with good driving record for insurance purposes);
- Operate all fire apparatus and equipment, tools, and breathing equipment;
- Operate all ambulance and all related equipment and tools pursuant to certification level.

ABILITIES:

- Assist with supervision, evaluation and training of personnel in duties of their position;
- Maintain paramedic status;
- Apply standard firefighting, emergency first aid, hazardous materials, and fire prevention techniques;
- Perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke;
- Understand and follow, give and receive oral and written instructions;
- Work harmoniously with public, contractors, co-workers, subordinates and City administrators;
- Learn to perform recurring tasks with little or no supervision;
- Learn to make decisions independently in accordance with departmental policies and procedures;
- Learn to exercise sound judgment in evaluating situations and making decisions;
- Handle verbal abuse and abusive language;
- Learn to act effectively in emergency and stressful situations;
- Learn to operate communication equipment including telephone and two-way radio system;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
- Learn pertinent City ordinances and resolutions, including those regarding weeds and burn permits;
- Learn departmental record and filing systems;
- Present information to public in understandable and concise manner;
- Effectively communicate orally and in writing;
- Derive pertinent information from public, co-workers and records;
- Perform essential functions of this position with or without accommodations.

Supervisory Responsibility:

Supervises moving, care and safety of injured; may act in fire suppression activities and supervisory capacity on occasion; may assist to coordinate, instruct, or supervise the work of volunteer firefighters, new recruits, or other part-time department personnel, as assigned.

Supervision Received:

Works under the general supervision of a shift commander who assigns work details and reviews work for conformance to departmental policies and procedures.

Tools and Equipment Used:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

Work Environment:

Work performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts, requiring exposure to prolonged heat,

cold, snow, ice, rain, dark, airborne particles, motorized traffic conditions; work is often performed in emergency and stressful situations; occasionally performed in dark, cramped quarters; exposure to communicable diseases; exposure to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils; occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, risk of electrical shock, vibration, abusive language and verbal abuse; noise level is usually quiet in office settings and loud at an emergency scene.

Physical Demands:

Must be physically capable of moving about on fire or emergency scenes and able to remove snow and ice from station approaches and sidewalks; frequently required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, pull, push, throw, run, bend; and taste or smell; frequently lift and/or move up to 10 pounds and occasionally lift and/or move over 100 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; 56-hour work week; may be required to work overtime; must reside within 30 air miles from the City limits.

Other Requirements:

- Within sixty days of hire, the incumbent must establish residency within 30-mile response time of the city limits.

Minimum Qualifications:

- Pass written and oral examinations;
- Pass physical agility test;
- Oregon EMT-I or Paramedic certification;
- Applicants must be 18 years of age or older and legally allowed to work in the United States;
- Applicants must hold a high school diploma or GED;
- Applicant must possess a valid state driver's license and maintain good driving record for insurance purposes;
- Must pass a drug test as well as background check;
- Applicant must acquire NFPA Firefighter 1 certification within 6 months from date of hire;
- Candidate must successfully complete 12-month probationary period from date of hire.

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

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class,*

marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Fire Chief: _____

Human Resources: _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Adopted: 06/2014

Revision date: 05/2023