

Lewistown Fire - Rescue Position Descriptions

Class Title: Firefighter / NREMT

Accountable To: Fire Chief

Primary Objective of Position: Under general supervision, responds to alarms and other emergency calls to protect life and property; drives and operates firefighting equipment; participates in fire prevention programs, including inspections, station and equipment maintenance, and training activities; work varies requiring individual judgment within prescribed standards and procedures.

Essential Job Functions: Shall meet all of the statutory requirements of the position; physical requirements include climbing while carrying up to 60 pounds, working under stress, walking, lifting up to 100 pounds (greater with assistance); pulling, tugging, bending, stooping, and using self contained breathing apparatus; must have ability to visually analyze and communicate orally; contact with unpredictable and uncontrollable physical conditions and hazards requiring the use of proper safety equipment and procedures to prevent injury.

Major Areas of Accountability and Performance: Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, and salvage work; drives and operates all fire apparatus, maintains fire apparatus and other assigned equipment to be ready to respond to an emergency and perform effectively; participates in continual training and instruction programs through individual study of technical matters and attendance at scheduled drills and classes to assure an effective and efficient program of fire suppression, prevention, protection, rescue, and emergency medical treatment services; assists in the development and maintenance of pre-fire plans for commercial and industrial buildings; makes every attempt to respond to emergencies while off duty.

Assists in conducting weekly inspection of all equipment and maintain records of equipment inspection, repair, and related data; assists with department staffing and development of standard operating procedures; assists in the development of the department budget; responds to medical emergencies and hazardous materials incidents as appropriate; performs other related duties as assigned.

Prepares daily incident and equipment reports; responsible for equipment and facilities requiring care to assure against breakdown or deterioration; contacts with fellow employees and the public is frequent and involves communication of complex information; position requires employee to perform a multitude of physical movements; exposure to uncontrollable environmental conditions normally associated with fires, hazardous materials, and emergency medical treatment.

Supervision-Responsibilities for work of others: Generally, none. However, at times may assume crew leader position during operations. May train new employees or part paid department personnel.

Education, Training and Experience Requirements: High school diploma or its equivalent, must be a certified NREMT in the state of Montana; must be able to obtain endorsements to operate all fire department apparatus within six months of appointment; possess a valid driver's license; computer skills desirable.

Examples of Performance Criteria and Qualifications: Develops, maintains and applies a thorough working knowledge of modern firefighting methods, principles, and practices of fire prevention and suppression; and develops a working knowledge of new apparatus and equipment;

Reacts calmly and decisively in emergency situations;

Develops and presents effective oral and written communications;

Establishes and maintains effective working relationship with fellow employees, the public, and other agencies;

Assures that adequate and thorough records are maintained of fire department activities, pre-fire planning, condition and status of all equipment, and building conditions within the jurisdiction;

Participates in mandatory training programs based upon what the firefighter needs to maintain proficiency, sets personal goals, becomes knowledgeable regarding city geography, water distribution system, water source locations, and becomes familiar with rural district roads and water sources;

Assists in conducting weekly inspections of equipment and assists in repairs as needed;

May perform other duties as assigned.

Must reside within the city limits of Lewistown, within 60 days of hire.

James Jensen
Fire Chief
Lewistown Fire / Rescue