



BAKER CITY, OREGON

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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

Non-Represented, At-will

Department/Reports to

Fire Department/Chief

Salary Grade/Level/Pay Range

Minimum wage

PAID PART-TIME FIREFIGHTER **JOB DESCRIPTION**

Summary/Objective

In order to protect life and property, performs firefighting, First-Aid, hazardous materials, and fire prevention duties; drives and operates fire apparatus and equipment; performs minor 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. May monitor telephones/radio, answer incoming calls, ascertain nature of call, gather necessary information, may contact required personnel/police department in an emergency situation; may relay information as required; in event of emergency situation, may maintain on-going contact with responding personnel, keep them informed of incoming pertinent information.

3. May aid in fire inspections of building, hydrants, and other structures in fire prevention programs as assigned; may present programs to the community on safety, medical, and fire prevention topics.
4. 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, and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
5. Participates in fire drills.
6. Attendance and punctuality.

Other Identified Task Statements/Duties

1. Perform ground maintenance duties, including snow removal, mowing, trimming, and sprinkling.

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:

- Modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment;
- Business English, grammar, spelling, punctuation and composition;

SKILLS:

- Operates all equipment, tools, and breathing equipment;
- Operate motor vehicle (current Oregon driver's license with good driving record for insurance purposes);

ABILITIES:

- Learn and apply standard firefighting, 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, 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 judgement in evaluating situations and making decisions;
- Learn applicable laws, ordinances, departmental standard operating policies, procedures, regulations, where to find location and size of existing fire hydrants, addressees, interior design of major buildings;
- 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 independent decision making;
- Learn departmental policies and pertinent city ordinances and resolutions;
- 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 accommodation.

Supervisory Responsibility

None.

Supervision Received

Works under the general supervision of the Fire Chief, or other personnel as assigned.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be 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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or in complete darkness. The employee will be exposed to hazards associated with the above job functions, including fire, smoke, noxious odors fumes, chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise levels in the work environment are usually quiet in office settings and loud at an emergency scene.

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 may be made to enable individuals with disabilities to perform the essential functions. 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 up to 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; be on call and answer calls when able. This position has no required work schedule and operates as an on-call position. Drill attendance is preferred and quarterly participation hours will be monitored.

Minimum Qualifications

- Must be 18 years or older
- Possess a high school diploma or GED
- Have a valid Oregon driver’s license at time of appointment and maintain throughout employment.
- Must successfully pass an in-depth background check and drug screening.

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, gender, 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.*

Chief _____ HR _____

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

Employee: _____ Date _____

Adopted:

Revision date: 10/2022