

# **FIREFIGHTER**

## **City of Universal City**

### **Job Description**

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**Department:** Fire Department  
**Reports To:** Shift Commander  
**EEOC Category:** PS-5

**Job Class:** F20  
**Step No.:** 1-15  
**FLSA Status:** non-exempt

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### **Summary**

Firefighters are responsible for performing fire suppression, emergency medical service (EMS) and rescue operations. Firefighters interact with the general public, public officials, and members of other agencies, for this reason they must always conduct themselves in a professional manner.

### **Essential Duties and Responsibilities**

1. Fire suppression and fire-ground operations.
2. EMS Operations.
3. Rescue Operations.
4. Operating fire department apparatus.
5. Fire apparatus, equipment, and station maintenance.
6. Fire hydrant and fire hose maintenance.
7. Using current fire and EMS equipment.
8. Assisting in equipment inventory assessment.
9. Attending training classes, conferences, courses, or school upon request by the Fire Chief, Shift Commander, or Training Officer.
10. Educating the public on aspects of fire prevention.
11. Assisting with fire drills.
12. Other activities deemed necessary by the Fire Chief or Shift Commander.
13. The City expects all employees to be customer-service oriented and to work cooperatively and pleasantly with other City employees and with the general public.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee(s) are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments to the employee.

### **Supervisory Responsibilities**

None.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **Required Education and/or Experience**

High School Diploma or equivalent.

### **Knowledge, Skills, and Abilities**

1. Prior firefighting experience is preferred but not required.
2. Must have excellent interpersonal skills. This position continually requires demonstrated poise, tact, diplomacy and an ability to establish and maintain effective professional relationships with internal and external personnel.
3. Ability to make independent judgments and decisions within the framework of the established guidelines are necessary.
4. Ability to attend and successfully complete continuing education in fire suppression, rescue operations and EMS operations.
5. Knowledge and skills to educate the public on fire prevention and general safety topics.

### **Certificates, Licenses, Registrations**

1. Valid Texas Driver's License. Must obtain a Class B exempt classification within six months of employment.
2. TCFP Basic Firefighter Certification (or greater)
3. TDSHS Basic Emergency Medical Technician Certification (or greater)

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

### **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.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment (including telephone and computer keyboard), reach with hands and arms, drive a vehicle, and talk and hear. The employee frequently is required to use hands to operate fire apparatus and equipment; stand and walk; move and/or lift to chest height, objects weighing a

minimum of 75 pounds; and climb aerial and ground ladders. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus and identify colors. The employee is required to maintain physical stamina under extreme working conditions.

## **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 the essential functions.

The employee has frequent contact with other employees in multiple departments; is required to interact with employees at other agencies and organizations, the general public and citizens of Universal City; and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations; and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment varies from low to high.

## **Position Type and Expected Hours of Work**

This is a full-time, non-exempt position working 48 hour shifts every four days, but this position's work schedule is subject to change depending on the needs of the City. Employee will be required to work overtime as needed.

## **Travel**

An employee in this position may occasionally be required to drive a vehicle to various meetings, functions, and events; may be required to travel out of town to represent the City at meetings and conferences and for training.