

CITY OF FRANKLIN, PA

POSITION DESCRIPTION

NAME:

JOB TITLE: Minuteman/Part-Time Firefighter

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED FROM:

Supervision is **typically** received from the Fire Chief or his designee.

GENERAL STATEMENT OF DUTIES:

Performs firefighting, emergency medical services, rescue and safety work relating to preventing and minimizing losses to life and property caused by fires, accidents and disasters. Assist in covering shifts when full-time firefighters are off or as the needs of the department dictate. Assist in the performance of inspections or fire prevention activities. Perform daily housekeeping duties at the station. Any other duties as required by the Fire Chief or his designee.

DISTINGUISHING FEATURES OF THE CLASS:

The position requires excellent physical conditioning with the ability to perform very demanding physical work. Ability to work days, evenings, weekends and holidays and attend training as required. Must be able to operate all equipment and apparatus of the department. Firefighter must be able to respond to at least 70% of the call backs.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Such illustrative tasks as follows are assigned to and performed by Minuteman/Part-Time Firefighters only when duly certified as being qualified to perform such tasks.

- Controls and extinguishes fires
- Protects life and property
- Attends required training
- Drive and operate all apparatus and vehicles
- Operate all equipment of the department
- Lays and connects hoses and adapters of varying sizes
- Positions, raises, climbs and descends ladders from upper levels of buildings of at least 100 feet or to assist persons from burning structures
- Perform ventilation using axes, saws and/or other equipment
- Protects property from water and smoke by use of salvage covers, smoke ejectors, shoveling, sweeping and removing debris
- Provide emergency medical services
- Participate in drills, demonstrations and courses as a participant, trainer or trainee
- Perform assigned maintenance work upon the fire station, apparatus, equipment, grounds which includes, but is not limited to making minor repairs, washing floors and walls, washing and polishing apparatus

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- Work shifts as required
- Know location of all City streets and fire hydrants
- Work in confined spaces while wearing an SCBA
- Perform water rescue functions
- Other work assignments as required

BASIC QUALIFICATIONS:

High school graduate or equivalent is required and 18 years of age. Vocational training relative to building construction is desirable. Must be in good physical condition with the ability to drag 200 pounds a minimum of 100 feet and carry at least 100 pounds a minimum of 100 feet. Must pass a comprehensive occupational medical examination which includes vision and hearing testing that must meet the requirements of NFPA 1582. Display manual dexterity coupled with good hand-eye coordination. Must pass drug and alcohol screening. Must possess and maintain a valid Pennsylvania Driver's License. Must pass a psychological evaluation and a criminal background investigation. Must conform to the residency requirements contained within the collective bargaining agreement between the City of Franklin and the City of Franklin Fire Department.

Within probationary period the following requirements need be met, if not met prior to employment or by time extension only granted by the Fire Chief:

- Successfully complete all modules of the Pennsylvania Entry Level Fire Training program or the Delmar Essentials of Firefighting training program with a documented structural burn session or approved equivalent
- Successfully complete Hazardous Materials Operations Level training
- Successfully complete an approved Emergency Vehicle Operators Course (EVOC) or Emergency Vehicle Driver Training Course (EVDT) or approved equivalent
- Obtain certification as a PA Department of Health Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT)
- Obtain certification as a Firefighter I from the PA State Fire Academy or approved equivalent

The job description which appears above is intended to be sufficient merely to identify the position and should not be interpreted to describe all of the duties which may be required of employees holding such a position.

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/City Manager

Date