

City of Albany
Job Description

POSITION: Firefighter
DEPARTMENT: Fire
REPORTS TO: Fire Chief
DIRECTLY SUPERVISES: N/A

NATURE OF WORK

This is skilled fire fighting work in combating, extinguishing, and preventing fires, in answering emergency calls, and in the operation and maintenance of fire department equipment and apparatus. Work involves training for and participating in duties of protecting life and property by firefighting and rescue activities, usually under close supervision. Employees of this class are required to learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion under emergency conditions, such as smoke and cramped surroundings. The most difficult and responsible area of activity are firefighting and rescue work, the major portion of time is consumed by studying and drilling methods, techniques and organization, and in routine duties in the care and maintenance of fire department property and equipment. Specific orders and directions are given by superior officers, but the work requires initiative and a thorough individual understanding of current firefighting methods and other emergency and life-threatening situations.

DUTIES & AREAS OF ACCOUNTABILITY

- A. Attends training courses, reads and studies assigned materials related to firefighting and prevention. Responds to fire alarms with a company, operates pumps, aerial ladders, auxiliary equipment, lays and connects hose, holds nozzles and directs fog of water streams, raises and climbs ladders, uses chemical extinguishers, bars, hoods, lines and other equipment.
- B. May occasionally be required to drive emergency vehicles.
- C. The capability in keeping the circumstances of any and all incidents confidential, including and notwithstanding names, addresses, injuries and any other information pertinent to a given call.
- D. Cleans and services fire apparatus and maintains in a condition of readiness, reports mechanical failures or difficulties to the Fire Chief, may assist in making apparatus repairs.
- E. Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors, removes persons form danger, administers first aid to injured persons, performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- F. Performs general maintenance work in the upkeep of fire department property, cleans and washes walls and floors, makes minor repairs to property and

- equipment, washes, hangs, and dries hoses, washes, cleans, polishes, and tests apparatus.
- G. Performs other duties as required.

KNOWLEDGE & SKILLS REQUIRED

- A. Some knowledge of the street system and physical layout of the City and adjoining areas.
- B. Ability to pass a physical agility test – see attached.
- C. Ability to establish and maintain effective working relationships with other employees and the general public.
- D. Ability to understand and carry out oral and written instructions under emergency and routine conditions.
- E. Ability to perform arduous work under difficult circumstances.
- F. Ability to maintain simple records.

MINIMUM REQUIREMENTS

- A. Completion of the 12th grade and hold diploma or certificate of equivalency.
- B. Minimum 18 years of age.
- C. Reside within 15-minute response time of Albany Fire Hall -221 4th St, Albany.
- D. Possess the physical abilities: strength, stamina, and agility to perform the strenuous and hazardous tasks associated with the Albany Fire Department.
- E. Possess the ability to work under extreme stress associated with fire and rescue operations.
- F. Have the ability to work within a group.
- G. Be able to understand and carry out oral and written instructions.
- H. Be capable of learning the operations of all fire and rescue equipment.
- I. Complete the following training within one (1) year of their appointment: Firefighter I & II/CIM and maintain certification.
- J. The capability in keeping the circumstances of any and all incidents confidential, including and notwithstanding names, addresses, injuries and any other information pertinent to a given call.
- K. Proof of certification of any training relevant to a Fire/Rescue Department.
- L. Possess a valid Minnesota driver's license with a good driving record.
- M. Possess Form DD214 for Veterans Preference Points, if applicable.
- N. Shall not be convicted in this or any other state or in federal court of any gross misdemeanor or felony relevant to this position, and willing to sign informed consent.
- O. Attend minimum one out of four consecutive monthly meetings and fifty percent of regular scheduled drills.
- P. Pass a physical examination by licensed medical doctor at the Albany Medical Center and submit written proof of passage to the Chief of the Albany Fire Department. Also, complete a medical history questionnaire which will be maintained in your confidential medical file, separate from your personnel file.

ALBANY FIRE DEPARTMENT BENEFITS

Payment from the City for performing all official Fire Department duties.

Training and schooling paid by the Albany Fire Department.

Membership to the Albany Fire Department Relief Association.

Retirement Benefits from the Albany Fire Department Relief Association after qualifying years of service.

Workers Compensation insurance/Life and Disability insurance while on duty as a member of the Albany Fire Department.