



FIREFIGHTER JOB DESCRIPTION

The initial purpose of this position is to have full time Firefighters available Monday through Friday. This position seeks trained Firefighters to respond to emergency situations involving fire, medical, hazardous material, and special rescue emergencies. This will also include fire inspections, pre-plans and to provide support for fire prevention efforts. This position is responsible to perform job duties in an accurate manner in order to protect the life and property of the citizens of the City of Huntsville. As the number of career firefighters increases for the city, the shift requirements will eventually evolve toward traditional shifts.

Reporting relationships, work assignments, and work schedules may be subject to change in order to meet City needs or operational requirements. Attendance at work and the ability to get along with the public, supervisors, and co-workers are essential elements of this position. Other duties may be assigned at the discretion of the Fire Chief or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Emergency response for fire suppression, medical emergencies, Hazmat, and other forms of special rescues.
2. Performs search and rescue operations as required. Removes persons from burning buildings and extricates victims from vehicle accidents.
3. Participate in assigned training classes and drills to maintain and enhance individual and company firefighting and other emergency skills.
4. Performs ventilation operations at fires to remove smoke and heat from structures.
5. Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
6. Performs salvage operations at fire and accidents scenes and protects property from water and smoke by use of waterproof salvage covers, ventilation fans, and deodorants.
7. Drives and operates all fire and rescue apparatus in a proper and safe manner.
8. Provide good customer service to both internal and external customers; maintain positive and effective working relationships with other City employees (especially members of his or her own team) and have regular and reliable attendance that is non-disruptive.
9. Assists with fire prevention and public fire education and public health and safety programs.
10. Performs a wide variety of routine tasks in connection with the maintenance of the fire station, living quarters, and grounds.
11. Regularly participates in either group or self-directed physical fitness activities during duty hours.
12. Conduct pre-fire plans and inspections with local businesses and establishments.
13. Perform truck and equipment checks daily and perform hose and pump testing annually.
14. Accurately perform required recordkeeping.
15. Follow Huntsville Fire Department Standard Operating Guidelines.
16. Perform other duties as required or assigned by the Fire Chief or his/her designee.

SUPERVISION RESPONSIBILITIES

As assigned by the Fire Chief.

EDUCATION AND EXPERIENCE

High school diploma or GED.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a valid Arkansas Driver's License and possess or acquire the following within the first year of employment: Firefighter I & II Standards Certificate, department approved first aid training, Hazardous Material "Awareness" Level, obtain ICS 100 and 700 Certification.

PUBLIC CONTACT

Regular contact with citizens, business owners, local law enforcement, outside representatives, and community groups as needed.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other firefighters, supervisors, and the public.

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

Regular use of highly complex machines and fire equipment; specialized life-sustaining equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with officers and other firefighters.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 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 ability to adjust focus.

APPLICATION PROCESS

Applicants must register and pass the FireTEAMS written examination, administered by the National Testing Network (NTN). The NTN offers flexible options for completing the exam; including both virtual and in-person testing. In-person testing is administered locally in the NWA area through Northwest Technical Institute in Springdale. Applicants must achieve a passing score on the FireTeams written test to be eligible for hire. (See local dates/ times using link below)

The minimum passing scores for this examination are: 70% human resources, 60% mechanical aptitude, 80% reading and 70% math.

The cost of the examination is \$55.00 (Payable to the National Testing Network)

Select "Huntsville Fire Department" to receive your scores. Upon completion, scores are sent directly to the Huntsville Fire Department.

For more information or to register/schedule a FireTEAMS test visit the National Testing Networks website below:

<https://www.nationaltestingnetwork.com/publicsafetyjobs/index.cfm>

Additionally, candidates must submit a successful CPAT score from a certified testing source. Top candidates will then be interviewed by the Hiring Committee. Following the completion of interviews, the committee will present a ranked list of candidates to the Fire Chief who will then make the final determination as to who will be hired, pending approval of the Mayor and City Council

POST OFFER / PRE-EMPLOYMENT PHYSICALS

Post offer pre-employment physicals will be required for every applicant to be hired for the city in a permanent employment position. Such examinations shall be paid for by the city and shall determine whether the applicant can perform the essential functions of the job with or without reasonable accommodation. The examinations shall be performed by licensed physicians selected by the city. These medical files shall be maintained in the physician's office with a summary report provided to the city stating if the employee is able to perform the duties of the position and what, if any, restrictions are necessary to determine any work restructuring or accommodations.