

## CITY OF COOS BAY

### FIRE DEPARTMENT

#### FIREFIGHTER-APPENTICE

**GENERAL STATEMENT OF DUTIES:** Performs a variety of firefighting duties including combating, extinguishing and preventing fires. Provides emergency rescue service and emergency medical aid. Assumes maintenance duties involving equipment and facilities. Conducts fire prevention inspections and plans and presents fire safety education and prevention programs. Performs related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of a shift officer through their assigned Apprentice Training Coach. The shift officer and assigned Apprentice Training Coach assigns work details and reviews the work for conformance with Apprenticeship Program and Fire Department goals, policies and rules. Performs routine tasks independently.

**SUPERVISION EXERCISED:** Supervision of other employees is not a responsibility of positions in this classification.

**TYPICAL EXAMPLES OF WORK:** An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform:

1. Responds to fire alarms and emergencies with fire apparatus. Operates mechanical equipment. Performs hose lays, ladder, salvage, rescue, ventilation and clean-up operations. Uses specialized firefighting equipment and tools. Works with other career firefighters, interns, and volunteers.
2. Helps to maintain fire apparatus, equipment, facilities and grounds in good repair and readiness, including housekeeping, maintenance, yard work, painting and cleaning. Makes daily, weekly and monthly inspections of firefighting apparatus and equipment and makes minor mechanical repairs as needed. Prepares records concerning division activities, equipment and materials.
3. Attends drills/training sessions to continuously update the skills and knowledge required for effective work performance. Practices firefighting, rescue and medical assistance skills. May assist in training of volunteers and interns.
4. Assists in pre-fire planning, fire inspections, fire prevention, public relations and education and information activities.
5. Inspects commercial, industrial and other buildings and dwellings for fire hazards, efficiency of fire protective equipment and general compliance with fire prevention regulations. Enforces federal, state and local laws and regulations relating to fire prevention.
6. Complies with department and division procedures and policies.

## **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

**KNOWLEDGE, SKILL AND ABILITY:** Ability to learn and perform various fire suppression and fire prevention, maintenance and emergency life support techniques and procedures. Ability to remain calm and perform strenuous firefighting tasks under hazardous conditions. Ability to accurately recall street, address and hydrant locations. Possess and maintain physical strength and agility sufficient to perform the work of this classification as established by the department and the Bureau of Labor and Industries (BOLI). Skill in oral and written expression, including spelling and punctuation and demonstrated skill in following both oral and written instructions. Ability and interest in working as a team member and living part-time with other firefighters. Willingness to promote a positive public image and maintain good public relations for both themselves and the department.

**ESSENTIAL FUNCTIONS:** An employee in this position is required to maintain mental and physical skills necessary to effectively perform the duties and responsibilities of firefighting, handling hazardous materials, and rescue and emergency medical operations. Must have the ability to communicate effectively orally and in writing. Must be able to develop and maintain positive cooperative team-oriented relationships with coworkers, supervisors, managers, and others you come in contact with. Operate a motor vehicle safely and legally.

**EXPERIENCE AND TRAINING:** Possession of all the following:

- High school diploma or an equivalent GED certification.
- Possess or ability to obtain a valid Oregon Class C driver's license within 90 days of hire.

Oregon EMT and NFPA Firefighter II are required prior to program completion.

**TOOLS AND EQUIPMENT USED:** Emergency medical aid unit, fire hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

**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 frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must 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.

**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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, heat, flames, fumes or airborne particles, toxic or caustic chemicals and smoke, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

**GUIDELINES:** The duties listed above 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.

The 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.

**Union Status:** IAFF 2935

**FLSA Status:** Non-Exempt. Follows the FLSA 7(k) rule. Overtime paid on all hours worked in excess of 182 hours in a 24-day period.

**FTE:** 56 hours/7-day work period, subject to change for operational requirements

**Schedule:** Rotating 48/96, 48 hours on duty, followed by 96 hours off duty.

Approved by City Manager: April 16, 2024.