

George A. Lauritson
Mayor



City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1112)
636-216-3368 (fax)

JOB DESCRIPTION

(Firefighter)

Position Open Date: Oct. 5, 2018

Position Close Date: Open until Filled

Classification: Full-Time

FSLA: Non-Exempt

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application can be mailed or dropped off at the Municipal Center located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com

GENERAL PURPOSE OF POSITION:

Perform duties for the City as related to fire prevention, fire response and rescue

MAJOR DUTIES AND RESPONSIBILITIES:

Respond to calls for service

- Respond to fire calls
- Respond to medical calls, the responder acts up to the role of First Responder.
- Respond to citizen's calls
- Respond to or assist in the handling, storage and/or disposal of hazardous materials
- Evaluate circumstances at the call site
- Provide medical assistance
- Assist other jurisdictions (Mutual-Aid) as needed
- Perform fire salvage operations
- Document and report scene accurately
- Resolve situations within your control and within guidelines

Perform fire prevention duties

- Check all hydrants, tracking water pressure and flow
- Tag, inventory, paint and maintain all City hydrants

- Adhere to all risk management, safety and environmental policies

Perform administrative duties

- Maintain appropriate computer databases
- Compile necessary reports
- Compile daily logs and write incident reports in a timely and accurate manner
- Perform inventory and maintains needed tools and supplies
- File all pertinent documentation

Insure equipment is operational

- Clean all tools and equipment (including turn out gear and masks)
- Clean and maintain station
- Start all equipment daily to insure proper operation
- Refill all gas, oil and air in equipment

Perform community service

- Participate in special events such as MDA, Special Olympics
- Visit businesses, schools and daycares for fire safety training

- Conduct newcomer briefings
- Represent the city as needed in media relations

Perform additional training programs

- Recruit volunteer staff
- Assist in training of volunteers
- Participate in fire response training drills
- Enroll, attend and successfully complete ongoing training classes as determined by the St. Robert Fire Department
- Must maintain Fire and EMS certifications and refreshers as needed.

Ability to perform other related job duties as required.

JOB CONTEXT:

The Firefighter is a full-time, permanent position in the Fire Department. Employee must reside in an area which is within thirty (30) minutes normal travel time to this city's current central fire station, within a period of one (1) year from the firefighter's date of appointment. Employee shall not have been convicted of a felony, shall be of good moral character, and meet such physical, mental and educational requirements as set out by the Board of Aldermen and the Fire Chief in the rules and regulations of the Fire Department. The immediate supervisor for this position is the Shift Leader of each shift. The person in this position is supervised daily regarding briefings and tasking. Employee must be able to work 24 hour shifts year-round, overtime in emergency situations and must be available on an on call basis. Twenty five percent (25%) of the work for this position is done indoors and the other seventy five percent (75%) is outdoors in all types of weather conditions.

In this position, there is frequent exposure to chemicals and/or hazardous material such as but not limited to: vehicle exhaust, smoke, fires, burning plastics, synthetics and rubber, blood and narcotics. The stress level associated with this position varies with each given situation. Physical work consists of but is not limited to lifting, carrying, dragging, climbing and moving about in cramped spaces.

LICENSES AND CERTIFICATIONS:

The person in this position must have a valid driver’s license, must possess current certification of Firefighter I and II, and possess current CPR certification ability to pass a drug test and criminal background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Firefighting techniques
- Driving techniques
- Basic understanding of city and state laws, codes and ordinances
- Use of appropriate professional language at all times
- Departmental rank structure
- Departmental procedures
- Employee training specifications
- Public relations skills
- Computer operations and applications, including words processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department

Skills and Abilities

- Must be able to operate in a constant state of alertness and safe manner
- Give strong attention to details
- Recount details for scene investigation
- Maintain confidentiality
- Maintain accountability
- Promote public relations

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

EMPLOYEE ACKNOWLEDGEMENT:

Job Title: Firefighter

Department: St. Robert Fire and Rescue

Section: N/A

Reports To: Shift Leader

Department Head Chief Mike Shempert

Grade/Step: 3/1

Wage Rate: \$9.77

Work Week: Full-time

FLSA Status: Non-Exempt

Updated April 22, 2014

I acknowledge reading job description for this position and understand the duties and responsibilities required of me as contained herein:

Employee Signature

Date

Print Name

Supervisor Signature

Date

Print Name

NOTE: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.*