

George A. Lauritson
Mayor



City of St. Robert, Missouri
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(Extension 1112)
636-216-3368 (fax)

CITY OF ST. ROBERT, MISSOURI

Job Description

Firefighter

Position Open Date: June 19, 2020

Position Close Date: Open until filled

Classification: Full-Time

FLSA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and a City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be uploaded on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. Please visit www.saintrobert.com for additional information regarding this position. 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. The City of St. Robert is an equal opportunity employer.

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The City of St. Robert provides reliable, superior municipal services for its citizens, businesses, recreation, economic development, and a safe living environment

CITY OF ST. ROBERT, MISSOURI

Job Description Firefighter

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

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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.

Performs other duties as directed

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 Lieutenant of each shift. The person in this position is supervised daily regarding briefings and tasking. Employee must be able to work 48 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 statues 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

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.

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.