Job Description

Job Title:	Firefighter Trainee	Classification:	Classified
Department:	Fire	Grade:	162
Occupational Group:	Fire	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under close supervision; trains and responds to emergency calls that include all types of fires, vehicle accidents, medical emergencies, and any type of rescue to protect life and property. Completes a comprehensive fire training program before advancing to the position of Firefighter/EMT.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Participates and completes required training curriculum to ensure employees have the ability, certifications, and licensure to perform the duties of a Firefighter and EMT-B.
2. Assists with daily apparatus checks and cleaning, equipment inventory, and scheduled maintenance on apparatus and equipment.
3. Performs cleaning and sanitizing at the fire station assigned.
4. Participates in a variety of training activities to develop, maintain, and improve the level of fire suppression, emergency medical skills, and physical conditioning to complete all facets of the Firefighter position upon completion of training.
5. Administers or simulates emergency medical care at the appropriate level, with appropriate oversight.
6. Performs a variety of cleaning, maintenance, and repair tasks necessary to keep the fire station, apparatus and related equipment clean, stored properly, fully functional and operating safely.
7. Communicates effectively via phone and radio in non-emergency as well as emergency situations to facilitate a timely response.
8. Assists the company officer with fire safety inspections of businesses, manufacturing, industrial facilities, schools and other commercial/public facilities in assigned areas to high hazards, potential/actual fire code violations; verifies locations of hazardous materials.
9. Educates community groups and City residents on fire safety, fire prevention practices, and techniques; informs the same on the functions of the Joplin Fire Department.
10. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within Fire as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
11. Operates office equipment, including computer; works with various software applications.
12. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Fire suppression, methods, techniques, and practices; use of various tools, equipment, and apparatus used in fire suppression, rescue and emergency medical operations. City of Joplin fire safety codes and ordinances; street names and locations in the City; effective customer service techniques.

Skill in: Following complex oral and written instructions, procedures, and guidelines; utilizing applicable communications equipment used in emergency and non-emergency operations; safely and effectively operating a full range of fire suppression/emergency response apparatus and equipment; applying basic or advanced emergency medical assistance techniques; establishing and maintaining effective working relationships.

Education: High school diploma or GED equivalent required. Must have completed Firefighter I and II, or EMT-B licensure, or 30 hours of accredited college coursework, or two years of military service.

Experience: Prior experience in fire suppression or emergency medical services is preferred, but not required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II; certification as a Missouri EMT-Basic from the State of Missouri is preferred, but not required.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at a fire station requires standing in work areas; walking between work areas may be required. Must possess the ability to stand or walk for long periods of time, climb ladders, and stairs. Position works outdoor frequently in a variety of extreme weather conditions; subject to extreme noise, life-threatening conditions, situations associated with firefighting, fire rescues, fire investigations, and medical rescues; subject to safety concerns such as exposure to toxic agents, chemical, electrical, and mechanical hazards depending on the emergency environment; subject to fumes, smokes, odors, poor ventilation, hazardous materials, poor lighting, and visibility; subject to mental stress of life and death situations; strength, stamina, and mobility necessary to perform medium to heavy physical work in confined and cramped spaces; exposure to wet, slick and hazardous surfaces; exposure to traffic and busy roadways during emergency incidents. Must possess the ability to operate a motor vehicle. Positions in the classification push, pull, bend, stoop, kneel, squat, twist, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing in excess of 100 pounds, or heavier weights with the use of proper equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment, operate equipment, and tools. Vision required to read printed materials, manuals, work instructions and a computer screen. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing and speech to communicate in person, on scene, and over the telephone or radio.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing

Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582 and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	