

**Pacific Fire Protection District**  
910 West Osage Street  
Pacific, MO 63069

**Job Description**

**Job Title: Firefighter**

**Status: Part Time**

**Supervisor: Company Officer**

**Pay Range: \$ 10.00 PER HOUR**

---

**Job Summary:**

This is a shift level position (12 or 24 hour shifts beginning at 0630 or 1830 hours) primarily concerned with emergency and non-emergency activities inclusive of fire suppression, emergency medical care, fire prevention and the life safety education components of Fire/Rescue operations. Perform general life safety and property conservation efforts at fires, medical emergencies, physical entrapments inclusive of motor vehicle crashes, and natural and man-made disasters as assigned. The maximum working hours for this position are 120 hours in a 28 day pay cycle. The minimum working hours will be 24 hours a month.

**Main Duties and Responsibilities:**

1. Performs firefighting activities including driving fire apparatus, operating fire pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
2. Responds to medical emergency calls, examines patients on an emergency scene and initiates basic life support as required.
3. Safely remove persons from danger and administers basic life support to injured persons using standard operating guidelines.
4. Positions and climbs ladders to gain access to upper levels of buildings.
5. Performs salvage operations such as throwing covers, water evacuation and debris removal.
6. Frequently climbs onto and off of fire apparatus rapidly.
7. Operates District vehicles in a safe and lawful manner at all times. Abides by District policy concerning use of emergency vehicles.
8. Assists in performing scheduled mechanical inspection of all fire, medical and other equipment carried on the units assigned to them. Assists with replenishment, replacement and/or repairs of these items as required. Shall document and notify the appropriate authorities of any mechanical or operational defects found during vehicle or equipment vehicles.
9. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; make minor repairs; washes, hangs and dries hose; washes, cleans and polishes apparatus and equipment.
10. At all times represents the District in a professional, courteous and considerate manner when dealing with fellow employees, other public or private agencies, the public and superiors with the District.
11. Performs all District activities in a safety conscious manner and utilizes universal precautions on all medical emergencies.
12. Assists in the completion of proper documentation of fire and EMS calls, as directed by the Company Officer or supervisor. This documentation shall include, but not be limited to, patient medical reports and State fire reports. Such documentation shall be done in a concise, complete, legible and accurate manner.
13. Promote the teamwork environment. Assist coworkers when necessary.
14. Any other duties as assigned by the supervisor.

**Other Duties and Responsibilities:**

1. Provide coverage in absence of other personnel.
2. May operate personal computer, radio, pager and/or telephone.
3. Participates in annual hose test, which involves unloading and reloading fire hose back on truck.
4. Participates in fire drills, attends classes in firefighting, emergency medical care, hazardous materials and related subjects.
5. Participates in the preplan and inspection of buildings, the inspection of hydrants and other fire suppression systems as required.
6. Assists in the coordination, instruction and/or supervision of reserve firefighters or new recruits as assigned.
7. Participates in physical fitness activities in order to maintain the capacity for sustained physical exertion.

**Authority/Decision Making:**

Limited supervision: Work is performed to a large extent on own responsibility after assignment, with some choice of method. Occasionally develops own methods.

**Tools and Equipment Used:**

Emergency medical care equipment, fire apparatus, fire pumps, hoses and other standard firefighting equipment, power equipment, small hand tools, ladders, radios, pagers, personal computers and phones.

**Minimum Qualifications:**

1. High school diploma or GED equivalent.
2. Must be eighteen (18) years of age.
3. Missouri Firefighter I Certification.
4. Must be citizen of the United States of America at the time of application or provide proof of appropriate work permit.
5. Must have the ability to learn the operation of fire suppression and other emergency equipment.
6. Must have the ability to learn to apply standard firefighting, basic life support and fire prevention techniques.
7. Ability to perform strenuously or to peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
8. Must be able to read and write the English language. Must have the ability to follow verbal and written instructions and the ability to communicate effectively orally and in writing.
9. Must possess, or be able to obtain by the time of employment, a valid Missouri Driver's License. Must have a stable driving history without record of suspension or revocation in any State.
10. No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
11. Must have successfully completed the job-related written examinations, oral evaluations, physical examination and physical agility testing process for part time employment.

**Skills and Abilities Required:**

1. Knowledge of fire prevention and State and District laws and ordinances as applied to firefighting and prevention.
2. Knowledge of firefighting equipment and its intended uses.
3. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
4. Independent judgment is used according to the situation and sometimes different courses of action must be considered to complete the task.
5. Ability to learn the geographic area of the District.
6. Ability to learn to operate a variety of firefighting equipment.
7. Ability to learn to operate a large truck safely.

**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; run; jump; 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; balance; stoop, kneel, crouch or crawl; talk and hear; and taste or smell.

The worker must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 175 or more 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.

**Working Conditions:**

- All firefighting and emergency operations must be performed during all kinds of weather and exposure hazards.
- Frequent exposure to negative situations such as accident scenes and death.
- Generally physical and working conditions are such that minor cuts, abrasions, bruises or burns may occur with various tasks.
- Work hours required are evenings, weekends and holidays.
- Will be required to enter cramped confined spaces.
- The worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature change.
- The worker is subject to outside environmental conditions; no effective protection from weather.
- The worker is subject to extreme cold; temperatures below 32 degrees for periods of more than one hour.
- The worker is subject to extreme heat; temperatures above 100 degrees for periods of more than one hour.
- The worker is subject to noise; there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The worker is subject to vibration.
- The worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin; fumes, odors, dust, mists, gases or poor ventilation.
- The worker is subject to oils; there is air and/or skin exposure to oils and other cutting fluids.

**Conclusion:**

- A review of this description has separated the marginal functions of the position that are incidental to the performance of fundamental job. All main duties and requirements are essential job functions.
- All employees of the Pacific Fire Protection District will serve a two (2) year probationary period beginning at the date of hire.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship

**The Pacific Fire Protection District is an Equal Opportunity Employer.**