

# CITY OF HELENA



**Position Title: Firefighter Prob. & Conf Department: Fire**  
**Position #: 2311 / 2312 Grade: FF1 / FF2**  
**EEO Category: (04) Protection/Services FLSA: Non-exempt**  
**EEO Function: (05) Fire Protection Work Comp Code: 7704**

## **DEFINITION**

These positions are a trainee class used to prepare incumbents to perform public safety work involving the protection of life and property. Preparation involves training in fire suppression, Emergency Medical Services (EMS), and emergency and non-emergency incident response. The incumbent must demonstrate the ability to use fire suppression and emergency medical services skills in accordance with department standards. Confirmed Firefighters will gain knowledge, skills, abilities and experience to be able to perform the duties of a Firefighter I.

## **SUPERVISION RECEIVED**

Under the immediate supervision of assigned training officer, senior officers, and/or shift mentor.

## **SUPERVISION EXERCISED**

None

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES THAT MAY BE PERFORMED AFTER PROPER TRAINING HAS BEEN ACHIEVED:**

Responds to fire alarms with a company vehicle, lays and connects hose, holds nozzles and directs fog, chemical or water streams. Responds to emergency medical scenes and other related requests as needed.

Drives and operates all department apparatus, including fire engine and ladder truck.

Raises and climbs ladders, uses chemical lines and extinguisher, bars, hooks, lines and other equipment.

Ventilates burning buildings by opening windows, skylights or cutting or chopping holes in roofs or floors.

Removes persons from danger and administers aid.

Participates in fire drills and attends classes in firefighting, EMS and fire prevention.

Performs salvage operations such as laying salvage covers, sweeping and pumping water and removing debris.

Cleans, polishes and services equipment. Conducts tours of station houses for civic and other interested groups.

Performs general maintenance and clean up duties as assigned in the upkeep of fire department property, including quarters, equipment and apparatus.

Performs basic fire inspections.

Assists in the investigations of fires.

**Important & Essential Duties cont.:**

Participate in all department training activities while on duty and be thoroughly familiar with all equipment.

Participate in continuous training to be prepared to perform fire fighting and emergency response duties which may be performed under conditions requiring quick response and/or strenuous physical exertion.

Accept responsibility and account for his/her actions.

**OTHER JOB RELATED DUTIES**

Perform other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

Prepares special written administrative, investigative or other reports as assigned.

Detects hazardous situations during emergency operations in order to save lives/property, prevent disasters and avoid injuries to the public and Fire Department personnel.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**(to be obtained through the successful completion of probationary period and as a confirmed firefighter)**

**Knowledge of :**

Fire fighting principles, practices, procedures, and techniques.

Operational knowledge of the function, use and maintenance of various types of apparatus and equipment.

EMS, Cardio Pulmonary Resuscitation (CPR) and other medical assistance techniques and skill in their application.

Computer-aided dispatch and reporting systems.

The current city adopted Fire Code and the procedures involved in inspections.

The geography of the City of Helena and surrounding area, including the location of streets and target hazards and hydrants.

**Skill to:**

Communicate effectively with others orally and in writing.

Formulate an effective decision using the available information and make critical decisions while following company procedures.

**Ability to:**

Be dependable, honest, and trustworthy.

Wear and appropriately use a self-contained breathing apparatus during hazardous incidents.

Read and become familiar with all laws, ordinances, rules, regulations, orders and directions for the government of the Fire Department.

Participate in all department training activities while on duty and be thoroughly familiar with all equipment.

Analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances.

Comprehend material to stay informed on global, national, state and local fire service issues.

Establish and maintain effective working relationships with City officials, co-workers and the public. Appreciate and be sensitive to the feelings of others. Get along well with a variety of personalities and individuals. Effectively establish and maintain positive working and living relationships with co-workers.

Operate a computer and applicable software.

Work independently with minimal supervision.

Act calmly under stress and strain, and of not being hasty or impetuous.

Act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.

Adapt to change in the workplace.

Be held accountable or answerable for one's conduct. Be truthful and be seen as credible in the workplace.

Be organized or following a systematic method of performing a task.

Complete assigned tasks under stressful situations.

Take care of the customers' needs while following City and department procedures.

Bring energy to the performance of a task.

Complete tasks or continue in a course of action in spite of opposition or discouragement.

Comprehend complex technical topics and specialized information.

Demonstrate conduct conforming to a set of values and accepted standards.

Effectively present information publicly commensurate to your rank and responsibility.

Find a solution for or to deal proactively with work-related problems.

Hold steadfast and complete a goal.

**Physical Demands & Work Environment**

Performs a variety of physical activities essential to fire fighting.

Ability and strength needed to perform prolonged and arduous work under adverse conditions.

Uses tools and equipment such as but not limited to: extrication tools, saws, air compressor, emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pagers, computer, phone, and all terrain vehicles.

Potential exposure to all weather conditions.

Uses appropriate Personal Protection Equipment (PPE).

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**PROBATIONARY FIREFIGHTER:**

**Experience:**

High school graduation or equivalent.

**License or Certificate:**

A valid driver's license and the ability to obtain a valid Montana drivers license within six months of hire.

Possession of Emergency Medical Technician Basic (EMT-B) National Registry Certification.

**To be hired applicant must have the ability to:**

Meet any and all requirements for employment as required by the State of Montana law and the City of Helena.

Successfully pass a criminal history background check, medical examination, and driving record check.

Must be on the current eligibility list of the Montana Firefighter Testing Consortium by passing an entry-level fire written examination and physical agility test.

**Employee will move to Confirmed firefighter position after successful completion of probationary period (no less than one (1) year).**

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO (circle one)**

**Employee's Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

Effective Date: January 2009