

CITY OF BARTLESVILLE FIREFIGHTER

JOB SUMMARY

Under general supervision, provides for the safety of the citizens of the City by controlling and extinguishing fires, performing rescues and serving as first responder in medical emergencies. Responds to fire calls, connects and lays hose lines, enters burning buildings with hose lines to operate nozzles and place streams of water on fires as directed. Searches structures for victims and removes them from hazardous locations. May perform first aid and emergency rescue and medical treatment at the emergency scene. Responds to accidents, disasters, emergency rescues, searches, and any other emergency situation as directed by superior officer. Operates chemical and hand extinguisher and similar equipment. Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed. Cleans and inspects all issued firefighting equipment, station, and grounds. Performs routine station and grounds maintenance as scheduled or assigned. Maintains tools and equipment necessary for emergency calls. Attends classes to maintain all necessary certifications. Conducts fire prevention education training as required. Conducts fire inspections of buildings and structures as required. Performs other related duties as assigned. Based on the duties and responsibilities outlined in this job description, this position is considered safety sensitive.

DESIRABLE QUALIFICATIONS

Education and Experience: High School diploma or GED; and, No prior experience; or, any combination of education, training and experience which provides the required knowledge, Skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State Driver's License. Firefighter I Certification or have proof of currently being enrolled in a FFI Class. In addition, Firefighter I must be completed to be eligible to be hired. Must be 18-45 years of age according to state statute. **Knowledge of:** Basic principles, practices, and techniques of fire suppression. Basic principles and practices of emergency medical services techniques. Basic laws and ordinances regarding outdoor burning by individuals and contractors. Department Operating Guidelines, Rules and Regulations. Applicable state, federal and local ordinances, laws, rules and regulations. **Skill in:** Basic firefighting techniques. Using tact, discretion, initiative and independent judgment within established guidelines. Communicating clearly and effectively. **Mental and Physical Abilities:** Ability to understand and follow departmental policies, rules and instructions. Ability to learn firefighting techniques and methods and apply such information to specific situations. Ability to analyze situations and to take effective courses of action. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to establish and maintain effective working relationships with others. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear, taste, smell, and lift and/or move up to 50 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to flames, smoke, wet or humid conditions, work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, contagious and/or infectious diseases, fumes or airborne particles, risk of electrical shock, and work with explosives. The incumbent's working conditions are typically loud. Working time may require irregular hours, shift times, and/or on-call status.

HOW TO APPLY

Submit **Fire Application Packet (red packets)** to Human Resources, City Hall, 401 S. Johnstone Ave on the 2nd floor or the Central Fire Station, 601 S. Johnstone.

Accepting application packets December 2, 2020 through February 4, 2021.

Position begins at \$ 12.86 per hour.

A special Fire Application Packet (red packet) must be completed. Regular employment applications will not be accepted. To obtain this packet, stop by Human Resources (401 S. Johnstone) or Central Fire Station (601 S. Johnstone).

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221