CITY OF RUSK, TEXAS
JOB DESCRIPTION

JOB TITLE: Firefighter

DEPARTMENT: Fire

REPORTS TO: Fire Chief/City Manager

JOB SUMMARY

Responsible for performing a variety of technical tasks in fire suppression, rescue, driving and operating fire apparatus, prevention, investigation, administrative, and other special assignments.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Fire Department Chain of Command including but not limited to the Fire Chief, Assistant Chief, Fire Marshal (during company inspections, fire investigations and/or public education activities) and/or the City Manager.
2. Has frequent contact with other emergency response agencies, other departmental employees, and the general public.

GENERAL STATEMENT OF DUTIES

Responds to emergency fire and rescue; provides support functions, including vehicle and equipment maintenance, emergency responses, records and reporting duties. Plans, organizes, directs and controls fire/rescue functions within applicable laws, codes, rules and regulations.

EXAMPLES OF WORK

1. Provides fire suppression and rescue services for the city;
2. Responds promptly to all fire and rescue calls;
3. Ensures that equipment is fully prepared and functional at all times;
4. Drive, operate and maintain fire apparatus;
5. Performs general maintenance and upkeep of apparatus, equipment and fire station;
6. Performs and documents required equipment inspections as assigned;
7. Participates in preventative maintenance on fire apparatus, and station maintenance;
8. Participates in fire prevention inspections, pre-fire planning, fire prevention and fire safety education;
9. Prepares various reports and other documents;
10. Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: fire suppression and rescue practices, fire prevention, principles, methods, and practices; local codes related to emergencies; state statutes, city ordinances, and criminal law; and standard office practices and procedures. Skill/Ability to: perform fire suppression and rescue activities, operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships with co-workers and the general public; develop, organize,
motivate, and effectively utilize staff; communicate effectively, both orally and in writing; read and interpret manuals, policies, and other documents and operate fire suppression equipment.

Punctuality and regular attendance is required.

This position requires that you have a high school diploma of G.E.D.

**CERTIFICATES AND LICENSES REQUIRED**

1. Texas Commission on Fire Protection (TCFP)
2. Valid Class C Texas drivers license and obtain Class B after employment.

**PHYSICAL REQUIREMENTS / WORK ENVIRONMENT**

Employees is required to sit, stand, walk, talk and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands or arms. Required to climb or balance; stoop, kneel, crouch, crawl; taste and smell. Must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus in both eyes.

The employee works in a fire station environment: frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

**CONDITIONS OF EMPLOYMENT:**

The City of Rusk has established the goal of a 100% drug and alcohol-free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Must have and maintain a valid Texas Driver’s License.

Must have and maintain a satisfactory driving record.

**SIGNATURES:**

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Firefighter

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City Manager