

**City of Glasgow**

**Position Description**

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**Position Title:** Firefighter  
**Department:** Fire Department  
**Classification:** Classified Full-Time  
**Status:** Non-exempt (Hourly)  
**Compensation Range:** Grade 311

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**Reporting Relationship(s):**

**Position Reports To:** Fire Captain or Fire Lieutenant

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**Position Purpose**

Under close supervision, performs firefighting, fire prevention, and operating duties.

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**Essential Functions and Basic Duties:**

- Responds to fire alarms.
- Lays out and connects hoses.
- Holds nozzles and directs water streams.
- Raises and climbs ladders, uses chemical extinguishers, bars, and hooks, lines, and other equipment.
- Responds to hazardous materials incidents and any other emergency response as necessary.
- Removes persons from danger and administers first aid to injured persons.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Participates in fire drills and attends classes in firefighting, first aid, and related subjects.
- Performs general maintenance work in the upkeep of fire department property.
- Cleans and washes walls, windows, and floors.
- Makes minor repairs.
- Washes, hangs, and dries hoses.
- Washes, cleans, and polishes apparatus.
- On assignment may participate in one of several trades in maintaining, remodeling, constructing, altering, or repairing buildings, grounds, facilities, and equipment.
- Assumes a turn at preparing meals.
- Performs related work as required.

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**Qualifications:**

**Training and Experience:**

- Graduation from an accredited high school or its equivalent (GED).

**Special Requirement(s):**

- Possession of a valid driver's license.
- Successful completion of required firefighter training.
- Ability to pass a physical examination.
- Ability to pass a pre-employment drug screening test.

**Special Knowledge, Skills and Abilities:**

- Some knowledge of the City, including locations of street system and physical layout of the City, fire alarm boxes, and hydrants.
- Ability to learn a variety of firefighting duties and methods, including the operation of firefighting apparatus within a reasonable working test period.
- Physical strength and agility and freedom from serious physical defects as indicated by a physical examination and the ability to perform arduous tasks under adverse weather and working conditions.
- Ability to perform the mechanical work involved in operating and maintaining firefighting apparatus.
- Good physical condition and ability to maintain satisfactory fitness level.
- Be familiar with NPFA, state, and local fire prevention codes.
- Ability to establish and maintain effective working relationships with other employees and the general public.

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**Physical Activities and Requirements of the Position:**

**Finger Dexterity:** Using fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**Talking:** Must frequently convey detailed or important information, instructions, or ideas accurately, easily audible, and quickly.

**Average hearing:** Able to hear average or normal conversations and receive ordinary information.

**Repetitive Motions:** Movements frequently and regularly required using the wrists, hand, and/or fingers.

**Average Visual Abilities:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**Physical Strength:** Combination of sitting, standing and moving around the office and the community at large.

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**Working Conditions:** General office environment and outdoor activities in sometimes adverse weather conditions. Subject to hazard conditions in fire suppression and rescue situations.

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**Mental Activities and Requirements of the Position:**

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed instructions and to deal with problem involving variables.

**Mathematics Ability:** Ability to perform basic math skills including adding, subtracting, multiplying and dividing two digit numbers; to perform the four basic arithmetic operations with money; to perform operations involving measurements.

**Language Ability:** Ability of average to above-average vocabulary and to read at an average rate; define unfamiliar words in dictionaries and other references and resources for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and use adjective and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; using a good vocabulary.

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**Intent and Function of the Job Description**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Job descriptions are an integral part of any effective compensation system.

All descriptions contain only essential functions. Basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

This job description is not intended as and does not create an employment contract. The City maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.

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