



POSITION DESCRIPTION  
**PAID ON-CALL FIREFIGHTER**

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**PURPOSE, SCOPE AND WORKING RELATIONSHIPS:**

A paid, on-call firefighter works to minimize the loss of life and property from fire, disaster, and any life-threatening situations.

Reports to: Fire Chief  
Assistant Chief(s)  
Captain(s)

Supervision: None

FLSA Status: Non-Exempt

**DUTIES AND RESPONSIBILITIES:**

- Responds to emergency calls.
- Perform firefighting activities, including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
- Perform emergency aid activities, including administering first aid and providing other assistance as required.
- Participate in regular and assigned training.
- Maintain fire equipment, apparatus, and facilities. Perform minor repairs to equipment and general maintenance work in the upkeep of fire facilities and equipment.
- Present programs to the community on safety, medical, and fire prevention safety.
- Seeks to improve knowledge of firefighting techniques and of the capabilities of the available equipment to study; attends school events and participates in training efforts within the Department.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fire principles, practices, procedures, purposes, tools, techniques, and equipment, especially as applicable to duties assigned.
- Must be aware of and follow applicable Federal and State laws, City ordinances, and general rules and regulations.
- Ability to successfully learn the operation of Fire Department tools and equipment such as hand tools, power tools, light and heavy equipment, fire pumps, aerial ladders, and other miscellaneous equipment.
- Ability to apply firefighting and prevention principles, practices, and procedures.
- Knowledge of NIMS Incident Command System for Fire Service.
- Ability to establish and maintain effective working relationships with the public, City staff, fire personnel, and other agencies.
- Ability to meet and deal with the public, tactfully, with courtesy or when the occasion demands with firmness.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.

- Ability to withstand adverse weather conditions, including, extreme temperatures, emergencies and a wide range of manual work, as well as confined spaces.
- Ability to perform strenuous or 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.
- Ability to communicate effectively, both orally and in writing.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

- Must be at 18 years of age or older.
- High School Diploma or equivalent.
- Must possess a valid Class D Minnesota Driver's License with a good driving record.
- Must reside within a 15-minute travel time of East Broadway and 1<sup>st</sup> Street Northeast in Little Falls under normal driving conditions and while following posted speed limits.
- Attend and complete Firefighter I & II training within 18 months of hire date and become Certified with the Minnesota Fire Service Certification Board.
- Obtain NIMS 100, 200, 700 & 800 Certifications
- Attend a minimum of 60% of scheduled department training, typically held the first and third Tuesday evenings of the month.
- Attends a minimum of 40% response rate to all paged incidents.
- Must comply with City of Little Falls and Little Falls Fire Department policies.
- Must satisfactorily pass a criminal background check, agility test, medical examination, and drug/alcohol testing.

**PREFERED QUALIFICATIONS:**

- Current course completion of Firefighter I & II training and Certified with the Minnesota Fire Service Certification Board.
- Experience with emergency response.