City of Macon, Missouri – Job Description
Fire Department Driver/Operator (Engineer)

Department: Fire Department	**Reports To:** Fire Chief
FLSA Status: Non-Exempt	**Employee Position:** Full-time/Regular
Salary Range: $28,726 - $35,376	**Classification:** Hourly
Date: 08/17/2020	**Approved By:** Avis Marshall, City Administrator
Applications accepted until position is filled	

Summary

Controls and extinguishes fires, protects life and property, and maintains Fire Department equipment, building, and grounds by performing the following duties:

Essential Duties and Responsibilities

- Drives and operates all fire department vehicles
- Responds to medical emergency calls and performs as a team member until the emergency is over
- Responds to fire alarms and other emergency calls
- Participates in all phases of fire suppression activities, including but not limited to, interior fire attack, exterior fire attack, horizontal and vertical ventilation, salvage and overhaul operations
- Conducts routine inspections of fire department equipment and apparatus
- Performs routine maintenance and repairs on fire department equipment, quarters, buildings, and grounds
- Inspects fire hydrants for defects
- Attends training courses as assigned
- Participates in drills, parades, and fire safety educational programs
- Inspects buildings for fire hazards and compliance with local fire prevention codes
- Monitors weather conditions and dispatches warnings
- Prepares written reports and records
- Other duties as assigned

Education/Experience

- High school diploma or equivalent
- Successfully complete a Macon Fire Department Driver/Operator and Emergency Driving course within (6) six months of employment

Licenses/Certifications/Requirements

- Proof of citizenship and/or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire
- Valid Missouri Class B Driver License (General Knowledge and Air Brakes) within six (6) months from date of hire
- Certified Firefighter Level II within eighteen (18) months of employment
- Emergency Medical Responder or equivalent training
- Hazmat Operations within eighteen (18) months of employment

Knowledge of

- International Building Code 2012
- Municipal fire codes and ordinances to include 2012 International Fire Code
- Fire suppression practices, techniques, and equipment
- Procedures used in chemical/hazardous material fires, including chemical reactions and the interactions of various chemicals
- Fire suppression equipment
- Fire inspection procedures
- Street names and locations within the response district
- Emergency Medical Responder skills, techniques, first aid, CPR
- City water system and hydrant locations
- Departmental rules, regulations, and guidelines to include City of Macon Personnel Manual
- Incident command system

Skills and Abilities

- Driving and operating motor vehicles and all Fire Department vehicles
- Maintaining fire department vehicles and equipment
- Computer operations and applications, including work processing and spreadsheets (Microsoft Office), audio-visual, and telephone equipment
- Using hand and power tools, power tools, and specialized fire suppression tools and equipment
- Communicate (orally and in written form) routine information, technical information, ideas to coworkers, supervisors, citizens, and other personnel
- Read and comprehend basic work instructions written in standard business English
- Read and interpret blueprints, building and fire codes, international fire training manuals, and other technical materials
- Add, subtract, multiply, divide whole numbers and fractions and calculate percentages, water flows, area, volume, proportions, etc.
- Use experience and training to select the most appropriate action to take or procedure to use when performing the job (problem solving ability)
- Organize daily work activities
- Remain calm and focused during emergencies
- Be thorough and accurate in performing inspections (attention to detail)
- Judge depth and distance (depth perception)
- See things clearly that are within arm's reach (near visual acuity)
- See thing clearly that are beyond arm's reach (far visual acuity)
- See colors (color vision)
- Hear (possess good hearing)
- Gather information through the sense of touch
- Gather information through the sense of smell
- Coordinate hand and foot movements with what is seen (eye-hand / eye-foot coordination)
- Manipulate objects using the fingers and hands (finger dexterity and manual dexterity)
- Lift and carry objects weighing up to 100 pounds
- Push, pull, or move objects weighing up to 100 pounds
- Drag, pull, or carry a person to safety
- Stoop, bend, twist, or kneel to perform work activities
- Walk, climb, and maintain balance
- Interpreting readings from measurement devices
- Investigating and determining the case of fire
- Providing training and instruction to individuals of all age groups

- Interacting with people and dealing with strained or violent personal contacts
- Work shift schedules
- Perform work from ladders and roofs, sometimes in excess of 75 feet above ground level
- Recognize defects in the mechanical operation or condition of assigned equipment
- Perform limited mechanical work in maintaining fire apparatus, equipment, and tools

Work Environment

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Works in an office/fire station and out-of-doors subject to all weather conditions
- Work is occasionally performed in emergency and stressful situations
- Is exposed to wet conditions
- Is exposed to air contamination of dust, smoke, fumes, and toxic hazardous materials
- Is exposed to extreme temperatures and heat
- Occasionally works in an unclean and dirty environment
- Is occasionally required to work in awkward or confining areas
- Is exposed to a moderately noisy to loud environment

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position as Driver/Operator (Engineer) for the City of Macon Fire Department with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

_____	_____
Signature of Applicant	James "Talt" Holman, Mayor
_____	_____
Date	Avis Marshall, City Administrator

The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.