

LAKE ELMO FIRE DEPARTMENT JOB DESCRIPTION

PART TIME FIREFIGHTER/ADMINISTRATIVE ASSISTANT

The Position of Lake Elmo Firefighter/Administrative Assistant shall operate within the boundaries as set forth in the Departmental Policy and Standard Operating Guidelines and shall answer directly to the Command Officers and ultimately the Chief.

The work schedule for this Part Time Position shall be flexible and be capped at 20 hours per week.

QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Valid drivers license
- State Certified Firefighter I and II
- State Certified HazMat Operations Level
- State Certified First Responder
- Current Certification in Rescuer CPR
- Meet any additional requirements as stated in the Lake Elmo Fire Department Job Description for Firefighter.
- Current Lake Elmo FAO status (Fire Apparatus Operator) (see Policy 3-205, FIRE ENGINEER) or obtain FAO status within 18 months of hiring.

RESPONSIBILITIES:

Perform duties of a Lake Elmo Firefighter.

Perform a variety of clerical and administrative work in keeping official records, data entry, providing administrative support to the fire command staff.

Working knowledge in the operation of various office equipment, (copier, fax, scanner, phones, etc.)

Working knowledge in the operation of computers, Microsoft Office and its components, (Word, Excel, Publisher, etc.).

Perform basic maintenance of department vehicles.

Perform basic Station Duties needed to maintain Fire Stations.

Provide station coverage during Chief's absence.

ESSENTIAL DUTIES:

Respond to emergency calls

Drive and operate all vehicles in fleet.

Perform data entry to ensure compliance with NFIRS reporting to the State of MN (Image Trend) in a timely manner.

Enter and maintain department records in Image Trend and Firehouse as required.

Assist with creating and maintaining pre plans of commercial business in Lake Elmo

Assist with maintaining Inspection Program of commercial business in Lake Elmo

SUMMARY:

This position shall report directly to the Chief or designee.

During scheduled work hours employee shall not earn or receive credit for the following:

- Relief Association
- Call Percentage