



STAFF REPORT

DATE: February 16, 2021

CONSENT

TO: Honorable Mayor and Council

AGENDA ITEM: Accept Firefighter Resignations and Advertise Part Time Firefighter
Position

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:

Firefighter Chris Mellen submitted his resignation effective March 5th, 2021.

ISSUE BEFORE COUNCIL:

Should the Council accept the resignation of Chris Mellen and advertise the Part Time Firefighter position?

PROPOSAL:

Staff recommends accepting the resignation of Chris Mellen and advertising the Part Time Firefighter position.

RECOMMENDATION:

If removed from the consent agenda:

“Move to accept the resignation of Firefighter Chris Mellen and advertise the Part Time Firefighter position.”

ATTACHMENTS: Part Time Firefighter Job Posting



City of Lake Elmo

The City of Lake Elmo is accepting applications for:

Job Title: Firefighter

Department: Fire

Status: Casual/part-time

Shifts/hours: 6-hour shifts, 6:00AM to Noon and/or Noon to 6:00PM, 7 days-a-week – 18 hours minimum/24 hours maximum each week

Wage: \$17.99/hour

Reporting Relationship: Reports to Fire Department Officers

Position Details:

Perform emergency work in emergency situations for the protection of life and property from fire and other hazards, as well as the treatment of emergency medical problems.

General Duties/Essential Functions:

Perform fire suppression, rescue and emergency medical care as necessary using safe and appropriate methods under the direct supervision of the O.I.C. using the Incident Command System.

Operate and perform required maintenance of all department apparatus and equipment.

Operate apparatus and equipment in a safe and appropriate manner.

Operation of computers, Microsoft Office and its components, (Word, Excel, Publisher, etc.), as well as various office equipment, (copier, fax, scanner, phones, etc.). This also includes use of all software programs that support department operations, including, but not limited to (Image trend, IAMRESPONDING, Target Solutions).

Support of clerical and administrative staff in keeping official records, data entry, providing support to the fire command staff.

Participate in fire, rescue and emergency medical training as directed by Department Policy and Standard Operating Guidelines or as directed by Command Officers.

Perform work assignments and station duties as assigned by Officers of department.

Perform and conduct Fire Prevention/Fire Education activities as required. This may include, but is not limited to: assisting in the development of programs, ordering of supplies, scheduling of events and identifying needs in community.

Support City Staff as it pertains to inspections and maintaining critical infrastructure, such as hydrants.

Establish and maintain professional working relationships with coworkers. Establish and maintain professional working relationships with people outside of the department. Establish and maintain professional working relationships with people of different cultures, backgrounds, or values. Work with others on a team, task force, or in other work units. Listen and demonstrate an understanding of others' perspectives, problems, or questions. Interact informally with other members of department for

prolonged periods of either monotony or extreme stress. Respect the privacy of coworkers.

Support the goals and policies of the department. Foster a positive attitude toward department goals. Work within the framework of departmental Policies and Standard Operating Guidelines.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements

Minimum Qualifications

- Must be 18 years of age by date of hire.
- Must have high school diploma or General Education Degree (GED) by date of hire.
- Possess and maintain a valid Minnesota driver's license.
- Must pass background check.
- Must pass physical ability test.
- Must pass pre-placement medical exam.
- Must pass psychological exam.
- Must be currently state certified or licensed as Firefighter I & II, (must include HazMat Operations). Must include copy of certification with application.
- State Certified First Responder
- Current Certification in Rescuer CPR with AHA.
- 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.).

Preferred Qualifications

- Minimum of two years firefighting experience.
- Current MN State Certification as Fire Apparatus Operator, (FAO)
- Current MN State Certification as Fire Inspector I

- Live within 10 minutes' drive time of station.

Knowledge, Skills and Abilities:

- Knowledge of firefighting equipment practices, principles, methods and techniques used in modern fire suppression
- Ability to communicate effectively both orally and in writing
- Skilled in listening and problem solving
- Operate both as a member of a team and independently at incidents of uncertain duration
- Operate in enclosed or confined spaces.

Physical and Mental Requirements: While performing the duties of this job, the employee is frequently required to sit, talk, or hear; stand; walk; use hand to finger; handle; or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally asked to climb or balance, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift to 10 pounds and occasionally lift and/move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust the focus.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Work is performed primarily in the office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during shifts. Work is often performed in emergency and stressful situations. The employee is exposed to loud noises and hazards associated with fighting fires and rendering emergency medical assistance, including, but not

limited to smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

THIS POSITION IS OPEN UNTIL FILLED

SEND RESUME AND LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Jake Dickson, Assistant City Administrator

3880 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

MATERIALS CAN ALSO BE EMAILED TO: jdickson@lakeelmo.org

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION/APPLICATION OR CONTACT US AT 651.747.3908

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER