



## STAFF REPORT

DATE: May 16, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Job Description and Authorize Advertising for Full-Time Firefighter

**SUBMITTED BY:** Karissa Goers, Administrative Services Director

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### **BACKGROUND:**

The Lake Elmo Fire Department has begun reorganization towards a combination fire department utilizing career and paid-on-call staff. In 2022, two (2) full-time firefighter positions were approved and filled. Four (4) additional full-time firefighters were approved with the 2023 Budget.

The Lake Elmo Fire Department Operational Audit received in 2020 provided recommendations for reorganizing the Fire Department and adding career positions.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the new job description and authorize advertising for the Full-Time Firefighter position?

### **PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a job description for the new full-time Firefighter. Once the new City Center and Fire Department are functional, the plan is to have six (6) full-time firefighters working shifts. The department will have two (2) full-time firefighters and one (1) part-time or paid-on-call (POC) firefighter on duty for all shifts.

The full-time firefighters will perform fire suppression, rescue, emergency medical services, hazardous material incident mitigation, and fire prevention duties. This position also performs routine maintenance, training, analysis, and administrative duties.

### **FISCAL IMPACT:**

Four Full-time firefighter positions have been included in the 2023 budget to accommodate this posting.

### **OPTIONS:**

- 1) Approve the job description as presented and authorize issuing the posting for Full-time Firefighter.
- 2) Amend and then approve one or both the job description or posting for Full-time Firefighter.
- 3) Do not update job description and or advertise for Full-time Firefighter.

### **RECOMMENDATION:**

*Motion to approve the Full-time Firefighter job description and authorize advertising the position.*

### **ATTACHMENTS:**

- Full-time Firefighter Job description
- Firefighter Job Posting

# City of Lake Elmo

**Job Title:** Firefighter

**Department:** Fire

**Status:** Full-time regular position, Non-Exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Department Officers and ultimately the Fire Chief.

**Supervisory Duties:** Provides direction and training to paid-on-call (POC) firefighters.

**Position Details:**

This position protects life and property by performing fire suppression, rescue and emergency medical services, hazardous materials incident mitigation, and fire prevention. The firefighter maintains fire equipment, apparatus and facilities, participates in training; and performs intermediate troubleshooting and analysis, makes recommendations, and keeps records as required. This position makes decisions that are non-routine but within established precedence of choices; troubleshooting is intermediate; and financial impacts are isolated and managed. The Firefighter provides daily analytical and tactical support for the City's Fire Department operations and is responsible for a wide range of duties that need to be performed completely with attention to detail and in a timely fashion. Work is performed under limited supervision.

**Emergency Response / Essential Functions:**

- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire suppression, containment, ventilation and extinguishing tasks.
- Performs medical aid and rescue activities including administering first aid, operating EMS equipment such as monitor/defibrillator, portable suction units, etc., performing extrication and providing other assistance as required.
- Performs salvage operations including removing excess water, shoveling out debris, patching windows and holes, placing tarps and performing other cleanup tasks as directed.
- May take a limited leadership role during calls for service, as assigned by a supervisor.
- Attends regular and assigned training, drills and meetings to maintain and upgrade skills including drills, demonstrations, and technique trainings.
- Responds to emergency call backs as required. Serves on standby crew and/or duty crew as assigned.
- Keeps department Officers advised of emergency call response and fire suppression developments.
- Administers or participates in projects and administrative duties as assigned. Makes suggestions and participates in Fire Department training, operations, and initiatives as assigned.

**Equipment/Maintenance:**

- Inspects and maintains fire apparatus, equipment, station, and grounds, as directed, following departmental procedures.
- Completes proper check lists, maintains up-to-date records and reports damaged or improperly functioning equipment. Complete basic repairs and/or schedules repairs for fire department equipment and vehicles.
- Maintains a clean and safe fire station for the Department.
- General knowledge and working order of fire apparatus, EMS equipment, fire rescue equipment and emergency response equipment.

**Other Duties:**

- Supports fire prevention activities including public safety education, fire code and life safety code inspections, and pre-planning of buildings and businesses within the City.
- Serves as a representative of the City, performing duties in a courteous and professional manner that conveys a positive image of city government and that fosters cooperation and support with peers, superiors, citizens and other agencies.
- Performs the duties of instructor for both fire and EMS training.
- Works for extended periods of time with people of diverse backgrounds in a manner that fosters teamwork, acceptance, and dignity of fellow employees. Maintains work habits, personal manners, and personal appearance.
- Effectively carry out the policies and goals of the Lake Elmo Fire Department.

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.

**Minimum Qualifications**

**Education:** High school diploma or GED

**Requirements:** ~~Minimum of two years of progressive fire service experience, current firefighter status~~ Moderate fire service experience, current firefighter status.

**Licenses/Qualifications:** This position will require the following be met and maintained through term in this position:

- Certification equal to the State of Minnesota’s equivalent for:
  - Firefighter I and II
  - ~~Hazardous Materials Operations~~
  - ~~Emergency Medical Technician~~
- Must have or become certified as:
  - Licensed Firefighter in the State of Minnesota within 12 months
  - ~~Fire Apparatus Operator within 12 months~~
  - Blue Card (Local Hazard Zone Management) within 18 months
- Experience with computers and variety of office software, including Microsoft Office Suite, ImageTrend, Aladtec, IamResponding, Central Square Field Ops, and Tablet Command.
- Must possess (and maintain) valid driver’s license to operate a motor vehicle in Minnesota and be insurable.

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**Preferred Qualifications:**

- ~~Five (5) years of progressive fire service experience.~~ Extensive fire service experience.
- Associates Degree and/or Bachelor's Degree in Fire Science or related field of study.
- Respond within ~~2045~~ minutes of the Lake Elmo Fire Station #1 (~~3880540~~ Laverne Avenue North, Lake Elmo, MN 55042)

**Position Requirements****Knowledge, Skills and Abilities:**

- Ability to work independently and to complete projects and daily activities according to work schedule.
- Possess knowledge of work hazards and safety regulations and precautions related to fire operations. Performs work utilizing best practices.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to demonstrate leadership while also maintaining a working relationship with fellow employees, contractors, and the public.
- Ability to use various office equipment and software programs including but not limited to: Microsoft Office suite, ImageTrend, Aladtec, IamResponding, Central Square Field Ops, and Tablet Command.
- Conforms to the policies and procedures of the City, the Department, and applicable sections of city code and state and federal statutes.
- Must be capable of working independently and to coordinate projects, deadlines, and work well with diverse groups.
- Able to manage multiple tasks including ability to plan, prioritize, delegate and direct duties of less experienced POC Firefighters.
- Has excellent organizational, technology, and customer service skills. Is able to juggle multiple and changing priorities.
- Excellent written and oral communication skills including highly developed interpersonal and communication skills. Must be able to speak in public as needed.
- Develops and maintains good working relationships internally and externally.
- Ability and desire to project a professional and positive image through knowledge of job, attitude, and accurate and timely completion of work.
- Ability to establish and maintain effective working relationships with staff, and others, and work with the public in a positive manner.
- Maintains continuous contact with the public and community utilizing tact, courtesy, confidentiality, and good judgment. Exercises strong discretion and independent judgment.
- Considerable knowledge of public relations and conflict resolution techniques.
- Knowledge of the principles of Fire techniques, and building and fire codes.
- Proficiency in preparing functional presentations using various methods and media.
- Ability to maintain fit testing annually for use of respirator and N95 masks.

**Physical / Mental Demands & Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places or confined spaces, and is occasionally exposed to blood borne pathogens, wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. Exposure to multiple disagreeable

elements ~~and moving or lifting over 60lbs.~~ The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be loud.

The firefighter may be required to: be a non-tobacco user, work in wet, icy, muddy areas, and uneven terrain; perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders; work in areas where sustaining traumatic or thermal injuries is possible; ~~face exposure to~~ face exposure to smoke, noise and/or vibration exceeding 80 decibels (constant or intermittent) which may cause marked distraction or possible hearing loss, carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, corrosives, carbon monoxide, or organic solvents either through inhalation or skin contact; face exposure to infectious biological agents such as hepatitis B, HIV or COVID; wear personal protective equipment that weighs approximately 65 pounds while performing firefighting tasks; perform physically demanding work while wearing positive pressure breathing equipment with resistance to exhalation and a flow rate specified by current SCBA manufacture; perform complex tasks during life-threatening emergencies; work for long periods of time, requiring sustained physical activity and intense concentration; make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions; be exposed to grotesque sights and smells associated with major trauma and burn victims; make rapid transitions from rest to near maximal exertion without warm-up periods; operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces; use manual and power tools in the performance of duties; rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment through-out the duration of operation; encounter smoke filled environments, and a variety of physical hazards, damaged structures, moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives; meet the physical requirements outlined in NFPA 1582 (Medical requirements for fire fighters); and perform the tasks outlined in NFPA 1001 (Fire fighter professional qualifications).

The firefighter is responsible for diverse matters involving fire, hazardous materials and other emergencies, many of which have stressful deadlines and require significant attention to detail. Frequently, work is performed at a high level of detail or pressure of deadlines. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

**Competencies Common to All City Positions:**

- Develop ~~and~~ maintain a thorough working knowledge of ~~it~~ and comply with all departmental and applicable City policies and procedures.
- Demonstrate 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 helping~~ 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 ~~of~~ 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.*

*Revised - 5/1/2023*

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The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:  
**FIREFIGHTER**

**SALARY:** \$25.81/Hour  
**OPENING DATE:** 5/17/2023  
**CLOSING DATE: 06/14/2023**

**POSITION TITLE:** Firefighter  
**DEPARTMENT:** Fire  
**ACCOUNTABLE TO:** Department Officers, ultimately the Fire Chief  
**FLSA STATUS:** Non-exempt, full-time regular position.  
**SCHEDULE:** This position may work up to 53 hours per week before being OT eligible. Individuals in this position will work a rotating 24-hour shift schedule, and hours per week vary. Shorter and longer shifts may be required on an as needed basis.

**Position Details:**

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**Other Duties:**

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**Minimum Qualifications**

- **Education:** High school diploma or GED
- **Experience:** Moderate fire service experience, current firefighter status.
- **Licenses/Qualifications:** This position will require the following be met and maintained through term in this position:
  - Certification equal to the State of Minnesota’s equivalent for:
    - Firefighter I and II
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    - Emergency Medical Technician
  - Must have or become certified as:
    - Licensed Firefighter in the State of Minnesota (within 12 months)
    - Fire Apparatus Operator (or able to obtain within 12 months)
    - Blue Card (Local Hazard Zone Management) within 18 months
- Experience with computers and a variety of office software, including Microsoft Office Suite, ImageTrend, Aladtec, IamResponding, Central Square Field Ops, and Tablet Command.
- Must possess and maintain a valid driver’s license to operate a motor vehicle in Minnesota and be insurable.

## **Preferred Qualifications**

- Extensive fire service experience.
- Associate degree and/or bachelor's degree in Fire Science or related field of study.
- Respond within 20 minutes of the Lake Elmo Fire Station (3880 Laverne Avenue North, Lake Elmo, MN 55042)

## **Position Requirements**

### ***Knowledge, Skills and Abilities:***

- Ability to work independently and to complete projects and daily activities according to work schedule.
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PLEASE APPLY BY **CLOSING DATE: 6/14/2023**

A City employment application can be found at [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

All candidates must submit the following items for the application to be considered complete:

- City of Lake Elmo Application
- Proof of the following:
  - valid Driver's License Valid Driver's License
  - FF/II Certifications
  - Hazardous Materials Operations certification
  - Emergency Medical Technician Certification
  - Other job-related certifications

**SEND COMPLETED APPLICATION TO:**

CITY OF LAKE ELMO

ATTN: KARISSA GOERS, ADMINISTRATIVE SERVICES DIRECTOR

3880 LAVERNE AVENUE NORTH SUITE 100

LAKE ELMO, MN 55042

OR [kgoers@lakeelmo.org](mailto:kgoers@lakeelmo.org)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER