



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.NormanOk.gov

JOB TITLE: Firefighter Recruit (17 positions) **JOB CODE:** 04
DEPARTMENT: Fire
SALARY: \$40,071 Annually
STARTING DATE: June 1, 2010
JOB LOCATION: As Assigned
WORK PERIOD: Average 56 hours per week, average of ten 24-hour shifts per month

MINIMUM QUALIFICATIONS: Age: Minimum 18 years of age. Education and Experience: Thirty (30) college credit hours from an accredited college or university. (An **official** transcript from your college or university, verifying the number of credit hours you have obtained, **MUST BE INCLUDED WITH YOUR APPLICATION.**) License and Certifications: Must obtain EMT-Basic certification, Firefighter I, First Responder, CPR, and Hazardous Materials Responder certifications during initial one year probationary period. Must possess a valid driver's license and satisfactory motor vehicle record (out-of-state applicants must obtain an Oklahoma Driver's license as required by Fire Department, if selected). Required to pass periodic in-house progress and proficiency testing. Knowledge: Must be able to gain knowledge of firefighting theory and practice in order to function as a firefighter at a level normally acquired through completion of thirty (30) college credit hours and basic firefighting training in a state certified program. Skills: Working and interacting with others. Performing strenuous physical activities for long periods of time. Mental and Physical Abilities: Ability to work in emergency situations involving stressful and hazardous conditions. Ability to lift and carry moderately heavy (25-50 lb.) to heavy (50-100 lb.) materials, supplies, and equipment frequently. May be required to lift and carry very heavy (in excess of 100 lb.) people in fire and emergency situations. Work requires continued walking, stooping, standing, and climbing. Ability to work under extreme conditions including heat, smoke, toxic gases, confined spaces, and high places. Additional minimum qualifications: Must receive passing score on written and physical ability test. Selected applicant must pass extensive background investigation, physical examination, drug test, and be able to meet the requirements of the Oklahoma Firefighter Pension and Retirement System.

DUTIES AND RESPONSIBILITIES: Essential Functions: Participates in special training for probationary firefighters and in regular fire service training to learn, practice and maintain adequate level of knowledge in the application and use of numerous pieces of equipment and apparatus and learn new firefighting techniques and practices. Responds to emergency situations and performs fire extinguishment and control activities which include the application of water to the fire, ventilation of structures, and rescue of trapped persons. Provides adequate flow of water to the fire and connects additional hose lines to fire hydrant connections in order to develop additional fire streams at emergencies. Performs salvage and overhaul activities to prevent and reduce smoke and water damage to property and contents. Performs life rescue activities by entering, searching for, and removing persons from hazardous situations and performing emergency medical services as necessary. Responds to emergency incidents involving hazardous materials or water rescue. Maintains equipment and apparatus through routine inspections, cleaning, and performing minor repairs to prolong life of equipment. Maintains a clean and orderly fire station by performing housekeeping duties, building and grounds maintenance activities. Under supervision, conducts inspection surveys of public and private occupancies to ensure adherence to city codes and ordinances to allow familiarity with structure in case of emergency call to the structure. Assists occupants with pre-fire planning. Under supervision, participates in fire prevention education classes presented to the public. Performs related work as required.

WORKING CONDITIONS:

Exposure to unknown and dangerous conditions such as fire, toxic gases, hazardous materials, and the weather. Exposure to life-threatening situations such as entering burning structures and working around flammable and/or explosive materials.

Gala Hicks 12/23/09 *James Stellingini* 12/18/09
 Human Resources Director/Designee (date) Department Head/Designee (date)

January 4 through January 15, 2010

RECRUITMENT PERIOD Requesting Supervisor/Designee (date)

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER