



Post Date: November 18, 2013
Removal Date: Open

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Firefighter

DEPARTMENT: Fire Department

HOURS: 24 Hour Rotating Shift

PAY GRADE: Non-certified Firefighter (Grade 9) \$22,464.00 - \$23,811.84 Annual Salary
Certified Firefighter (Grade 10) \$26,830.44 - \$44,703.36 Annual Salary **Based on Experience*

DUTIES: This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and *MUST* be insurable by the City's insurance company.

REQUIRED DOCUMENTS: Applicant *MUST* provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required. Agility waiver *MUST* be submitted with application; agility waivers will not be accepted on the day of the agility test.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS

1. Must be 21 years of age.
2. Must complete minimum standards course Firefighters 1001-I-II during one (1) year probationary period. However, probationary period will continue until satisfactory completion of state minimum standards course is complete.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at Gautier City Hall or call (228) 497-2539 or email: vbarnett@gautier-ms.gov.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

XC: Administration Department (2)
Office of Human Resources
Economic Development Department
Fire Department (3)
Police Department
Public Works Department
Cableone (Channel 13)
www.gautier-ms.gov

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

FIREFIGHTER

Department:	Fire Department	Pay Grade:	09 (Schedule 2496) Non-certified
Reports To:	Shift Lieutenant and Captain		10 (Schedule 2496) Certified
Competitive (Y/N):	Y	Exempt (Y/N):	N

SUMMARY:

This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Initial work involves learning the job by attending extensive and in-depth training on the following areas:
 - ✓ Rules and Regulations
 - ✓ Hose Lays
 - ✓ Ladder Raises
 - ✓ Rescue & Protective Breathing
 - ✓ Ventilation
 - ✓ Forcible Entry
 - ✓ Rope Slides, Knot Tying
 - ✓ Physical Training
 - ✓ Fire Department Apparatus
 - ✓ Fire Chemistry
 - ✓ Fire Service Hydraulics
 - ✓ First Aid
 - ✓ Salvage & Overhaul
 - ✓ Portable Fire Extinguisher
 - ✓ Fire Prevention
 - ✓ Basic Tools & Their Use
- Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguisher, bars, hooks, lines and other equipment.
- Participates in fire drills; and studies assigned materials relating to firefighting, fire prevention, and EMS.
- Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors.
- Removes persons from danger; administers first aid to injured persons; performs salvage operations such as sweeping water, and removing debris.
- Inspects buildings and premises for familiarization; checks for fire hazards.
- May drive and operate motor driven equipment under special instructions and limited conditions on relief basis.
- Performs other duties as determined by the Shift Lieutenant or Captain.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Knowledge of English, spelling, and math.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.
- Ability to read and write.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relations with co-workers and the public.

- Ability and physical strength to do prolonged and arduous work.
- Ability to climb ladders and work at considerable heights.
- Ability to bend and crawl in cramped area.
- Ability to lift, carry, push or pull heavy loads.
- Ability to react to change productively and to handle other tasks as assigned.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS:

1. Must be 21 years of age.
2. Must complete minimum standards course Firefighters 1001-I-II during one (1) year probationary period. However, probationary period will continue until satisfactory completion of state minimum standards course is complete.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule
Group #1

FIREFIGHTER

Advertise Nov. 18 – Dec. 5, 2013
Post Nov. 18, 2013
Cut-Off Date Dec. 5, 2013
Agility Test Dec. 7, 2013

at
Central Station
2502 College Circle
Gautier, MS 39553
8:00 a.m.

Qualified applicants passing the Agility Test will be scheduled for the Written Examination. Applicants will be informed of their passing or failing upon completing the agility test.

Civil Service receives Eligibility List Dec. 12, 2013
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination

Written Examination Jan. 6, 2014

at
MGCCC-Jackson County Campus
Administration Building
Classroom "B"
2300 Highway 90
Gautier, MS 39553
6:00 p.m.

Test Scores Jan. 8, 2014
Written notification to the applicant will be mailed; or applicants may call (228) 497-2539 after 2:00 p.m. for Test Scores

Civil Service receives Master Register Jan. 9, 2014

Interviews TBA