

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Jason Pugh, Human Resources Director  
**Date:** January 28, 2013  
**Subject:** Request to Approve Three (3) Part-time Firefighter Positions

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**REQUEST:**

The Human Resources Department requests that the Gautier City Council consider approving the creation of three (3) part-time firefighter positions at a pay rate of \$10.00 per hour.

**BACKGROUND:**

With the approval of the budget for 2013, the Gautier City Council approved a modification to the firefighters' monthly schedule to reduce built in overtime. During those budget discussions, the hiring of part-time firefighters and the creation of a part-time firefighter program were also discussed as a means to further reduce overtime costs.

**DISCUSSION:**

A proposed part-time firefighter program has been developed and awaits implementation. However, before the program can be implemented, the fire department's authorized strength should be increased to include three (3) part-time firefighter positions. These part-time firefighters will be utilized to ensure the fire shifts are maintained at a minimum safe staffing level when full-time firefighters are away from work on leave.

Part-time firefighters will be paid a rate of \$10.00 per hour, plus FICA, Workers' Compensation and PERS contributions. Part-time firefighters will be paid out of the approved overtime budget for FY 2012/2013.

The benefits of hiring part-time firefighters are monetary savings to the city due to not paying a full-time firefighter overtime to cover an undermanned fire shift. Furthermore, fire protection services should not decrease as the part-time firefighter will be state certified and trained in firefighting per State of Mississippi minimum standards.

\*\* Full-time firefighters' overtime rates vary between \$16.13 - \$23.27 per hour plus and city contributions for FICA, Workers' Compensation, and PERS.

**RECOMMENDATION:**

The Human Resources Department recommends that the Gautier City Council approve the three (3) part-time firefighter positions.

**ATTACHMENT(S):**

Part-Time Firefighter Job Description

# **FIREFIGHTER**

## **(Part-time)**

Pay Rate: \$10.00 per hour

### **NATURE OF WORK**

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.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(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.)

Work involves knowledge, skills, and abilities in the following areas:

Rules and Regulations	Fire Department Apparatus
Hose Lays	Fire Chemistry
Ladder Raises	Fire Service Hydraulics
Rescue & Protective Breathing	First Aid
Ventilation	Salvage & Overhaul
Forcible Entry	Portable Fire Extinguisher
Rope Slides, Knot Tying	Fire Prevention
Physical Training	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 Fire Chief or supervisor.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of English, spelling, and math.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

City of Gautier  
City Manager \_\_\_\_\_

Date \_\_\_\_\_

## **FIREFIGHTER**

### **(Part-time)**

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.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Graduation from a high school or acceptable equivalent.

### **MINIMUM SPECIAL REQUIREMENTS-FIRE FIGHTER**

1. Must be 21 years of age.
2. Must be Firefighter 1001 qualified.
3. Applicant(s) with Firefighter 1001 and 1002 will be given preference.