

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following

JOB DESCRIPTION

JOB TITLE: Firefighter
DEPARTMENT: Fire Department
REPORTS TO: Fire Chief

POSITION SUMMARY:

Proactively supports the accomplishment of departmental goals and objectives. Maximizes the effectiveness of operations as related to the performance of assigned tasks. Establishes and maintains good relations with citizens, other Potter County departments, civic groups, other governmental agencies, private entities, and media representatives. Provide for the protection of life and property, to both fire fighters and citizens. Assures compliance with the laws and regulations affecting the department. Participates within the incident command system. Pursues training opportunities to continually develop as a professional fire fighter.

EXAMPLES OF TASKS PERFORMED:

1. Exert maximum effort to provide for the protection of life and property to all fire fighters, the citizens, as well as yourself, through cooperation and innovative support of the mission of the Potter County Fire Department.
2. Demonstrate competency in tactical and task level functions to support operational objectives. Responsible for maintaining vehicles, facilities, as well as all tools, appliances, and equipment. Demonstrates competency of response districts.
3. Demonstrate leadership skills and participates in the training and mentoring of peers and subordinates using encouraging motivational techniques, to maximize the effectiveness of the fire fighters of the department. Communicates effectiveness with supervisors, peers, and the public. Work effectively with others to achieve desired work results.
4. Actively pursue training opportunities to continually develop as a professional fire fighter. Required to maintain certifications and licenses. Maintains physical fitness. Manages and accepts change in a professional and proactive manner.
5. Participates and demonstrates competence in all required training in a manner to maximize the operational effectiveness of the Potter County Fire Department.

6. Pursues and maintains good relations with citizens, other Potter County departments, elected officials, civic groups, other governmental agencies, private entities, and media representatives at all times, in a tactful manner. Markets the department in a way that reflects positively and supports the department's mission.
7. Participates in the procurement of supplies and equipment as well as judicious use of and maintenance of facilities and other resources.
8. Maintains compliance with the laws and regulations affecting the department. Responsible for compliance with all PCFR operations and activities.
9. Participates in the completion and maintenance of required and requested departmental, division, city, state, and federal reports.
10. Assumes command and participates within the incident command system.
11. Performs and promotes safety at all times. Assumes personal responsibility for safe conduct and actions.
12. Participates in the development, maintenance, and revisions, as well as publication of departmental procedures and guidelines within assigned areas. Complies with the written rules, procedures, and guidelines.
13. Assumes responsibility for all other duties and work schedules as assigned. Supports and cooperates with peers and supervisors in the performance of duties.
14. Shall be prompt in reporting to duty fully prepared to begin work, as assigned. Complies with the assigned work schedule.
15. Participates in on-call responsibilities and is subject to scheduled and unscheduled on-call requirements.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of Office policies, procedures, guidelines, rules, and regulations.
- Considerable knowledge of modern procedures, practices, and methods of fire training.
- Considerable knowledge of TCFP, SFFMA, and NFPA standards.
- Knowledge of the geography of Potter County and adjacent areas.
- Ability to express ideas effectively, orally and in writing.
- Ability to develop and maintain effective relationships with employees, the public, and other persons as necessitated by work requirements.

- Ability to analyze operational procedures and problems, often of a complex or sensitive nature, and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

ESSENTIAL JOB FUNCTIONS: Potter County Firefighter, Driver, Officer

Fight fire, rescue victims, perform EMS, and perform vehicle extrication and various other emergency operations: they may also have to drive fire apparatus on emergency and non-emergency incidents.

These operations consist of, but are not limited to, rescue dragging or lifting victims in excess of 200 lbs., dragging water filled hose, forcing entry with a variety of tools, hiking distances with wildland tools and packs, or any other duties assigned.

Some of these activities may be done while wearing in excess of 30 lbs. of protective clothing and wearing an SCBA (Self Contained Breathing Apparatus) or Wildland Pack. These activities require the ability to tolerate increased respiratory workloads.

To accomplish these tasks the employee must be able to:

- Climb: ascending or descending ladders, stairs, scaffolding, etc.:
- Balance: maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
- Stoop, kneel crouch, crawl, reach, walk, push, pull, lift, and stand for extended periods of time while carrying tools, wearing PPE, SCBA or Wildland pack.
- Manual dexterity: pick-up, pinch, and activities using primarily the fingers rather than the whole hand.
- Grasp: using fingers and entire hand.
- Repetitive motions: all the above may have to be repeated numerous times.
- Feeling: determine the attributes of objects such as size and shape.
- Talking: must be able to express or exchange detailed thoughts and ideas accurately, loudly, and quickly.
- Hearing: must be able to receive detailed oral instructions.

Any of the above activities may require exposure to temperature extremes: below 32 degrees F, or above 100 degrees F.

REQUIREMENTS:

1. TCFP Firefighter I and II completion or certification.
2. DSHS EMT B or Higher (must be obtained before start date)
3. High School Diploma or GED
4. Valid Texas Drivers License (Class B Exempt Preferred)

DESIRABLE QUALIFICATIONS

1. One or more years' experience as firefighter/EMT (career or volunteer)
2. Good mental aptitude or abilities
3. TCFP instructor, Inspector, Driver operator, or Investigator

4. NWCG 130/190/180 qualified wildland firefighter

STARTING SALARY: \$49,148.09

Positions open until filled. Eligibility for hire up to 1 year from the date of application.

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO POTTER COUNTY HUMAN RESOURCES
DEPARTMENT AT human-resources@co.potter.tx.us**

OR

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO 900 S. POLK, SUITE 705, AMARILLO TX 79101 806-
349-4831**

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL HISTORY
INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW.

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX,
AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**