

**CITY OF KALISPELL  
AN EQUAL OPPORTUNITY EMPLOYER  
JOB DESCRIPTION**

**(The City of Kalispell is establishing a hiring list for possible future openings)**

Class Title: **Firefighter/Paramedic**  
Department: Fire Department  
Union: The International Association of Firefighters, Local Union #547  
Salary: EMT-Paramedic: \$20.82 (\$19.32 Probationary Wage + \$1.50 Paramedic Cert) 1<sup>st</sup> Year  
Benefits: 100% paid health insurance for employee & reduced rates for dependents. State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a \*VEBA program.  
FLSA Status: Non-Exempt  
Date: March 4, 2021

**A. GENERAL PURPOSE:**

Performs a wide variety of all-risk response, technical work in fire suppression, emergency aid, hazardous materials, and fire prevention activities. This includes risk reduction and prevention, fire suppression, rescue, and hazardous materials operations. The department also provides basic and advanced life support emergency medical response, treatment, and medical transportation. The Fire Department provides all-risk response inside the city limits, emergency medical response to a large service area outside of the city limits, and hazardous materials response statewide.

**B. SUPERVISION RECEIVED:**

Performs under the general guidance of senior Fire Department members, company officers, and chief officers in accordance with department standard operating guidelines, EMS protocols, department rules and regulations, city policy, and state and federal law.

**C. SUPERVISION EXERCISED:**

- a. Provide general supervision and guidance to Fire Department members with lesser seniority.
- b. Provide general supervision and guidance to station visitors, tour attendees, and general public as appropriate.
- c. Provide supervision, guidance, and precept ride-a-longs, EMS students, and interns.

**D. ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

- a. Response 50%: Respond to emergency and non-emergency incidents as a member of an emergency services team. Operate fire apparatus and firefighting equipment under emergency conditions. Perform medical care with professional licensure through the State of Montana in accordance with current EMS protocols and scope of practice. Respond from off-duty as needed for additional staffing. May function as a member of a specialized team.
- b. Station Duties 35%: Inspect and test fire apparatus and firefighting equipment. Perform general maintenance work, upkeep of fire facilities, and equipment. Participate in continuing education and training. Timely and accurate completion of job related reports including but not limited to patient care reports and payroll documentation.
- c. Public Education and Fire Prevention 10%: Participate in public education events including, but not limited to station tours, fire prevention training, fire inspections, preplanning, and visiting schools.
- d. Other Duties as Assigned 5%: Performs other duties as assigned.

**E. COMPETENCIES:**

- a. Exhibits behavior consistent with the mission, vision, and values of the City of Kalispell and Kalispell Fire Department.
- b. Furthers the mission, vision, and values of the City and Fire Dept. through excellent customer service, creative problem solving, decision making and stewardship of City resources.
- c. Contributes to a learning/thinking/renewing department through customer feedback and continuous improvement.
- d. Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
- e. Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.
- f. Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.
- g. Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

**F. MINIMUM QUALIFICATIONS (Education and Experience):**

- a. High school diploma or GED equivalent.
- b. Must be 18 years or older at the time of employment.
- c. Also see “Special Requirements” section for more details.

**G. DESIRED QUALIFICATIONS**

- a. One (1) year experience or more providing emergency services
- b. College level degree in fire science or other applicable field
- c. ProBoard and/or IFSAC Firefighter I credential or higher
- d. NFPA Hazardous Materials Technician

**H. KNOWLEDGE, SKILLS & ABILITIES:**

- a. Knowledge, skill, and ability to perform as an EMT in accordance with their scope of practice as outlined by their professional licensure with the State of Montana and in accordance with local protocol;
- b. Knowledge of or ability to learn two-way radio use in conformance with FCC rules and regulations;
- c. Skilled in the safe and efficient operation of the tools and equipment related to the position;
- d. Skilled in performing emergency medical assessments and appropriate treatments;
- e. Ability to learn the operation of fire suppression and other emergency equipment;
- f. Ability to perform strenuous and peak physical effort during emergencies, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, smoke, or other toxic atmospheres;
- g. Ability to act effectively in emergency and stressful situations;

- h. Ability to memorize the geography, streets, hydrants and building locations in the geographic areas served, as well as individual characteristics of buildings, including construction, hazards and built-in protection devices;
- i. Ability to follow verbal and written instructions;
- j. Ability to communicate effectively orally and in writing;
- k. Ability to establish effective working relationships with employees, other agencies, and the general public;
- l. Ability to think clearly, to reason and react quickly and calmly in hazardous and potentially life-threatening situations;
- m. Ability to remain professional in a manner that protects the interests of the community, city and department, at times under stressful and demanding situations;
- n. Ability to recall facts and conditions observed while under severe physical and/or emotional stress;
- o. Ability to effectively and safely use tools and equipment in section J and additional tools and other equipment as assigned;
- p. Ability to safely drive and operate department vehicles in all driving and weather conditions;
- q. Ability to receive and follow written and verbal instruction;
- r. Ability to learn and effectively use computers and programs provided for the performance of job duties;
- s. Ability to work as a member of a team comprised of those with varying background and experience levels;
- t. Ability to meet the special requirements listed below.

**I. SPECIAL REQUIREMENTS:**

- a. Must possess, or be able to obtain by time of hire:
  - i. Valid Montana State driver's license. The applicant's driving history will be reviewed and taken into consideration.
  - ii. State of Montana Emergency Care Provider licensure of the level advertised in the position announcement.

**J. TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire firefighting equipment, personal protective equipment, ladders, emergency medical equipment, emergency vehicles, air/gas monitors, radiation monitors, thermal imaging cameras, radio, pager, personal computer, phone, cell phone.

**K. PHYSICAL DEMANDS:**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
- c. Without accommodation, Firefighters must be able to drag 165 pounds at a minimum, he/she must be able to carry at waist level 100 pounds and must be able to lift 24 pounds to the height of the shoulder.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **L. WORK ENVIRONMENT:**

- a. The work environment characteristics described here are representative of those an 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.
- b. Kalispell is an Equal Opportunity Employer. In compliance with the ADA, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- c. 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 and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration.
- d. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.
- e. 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.
- f. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **M. SELECTION GUIDELINES:**

- a. Written and signed City of Kalispell Job Applications will be reviewed.
- b. Must register and complete the physical (CPAT) and written exams administered through the Public Safety Testing website at: [www.publicsafetytesting.com](http://www.publicsafetytesting.com).
- c. Upon the successful completion of the written and physical (CPAT) testing, applicants will be given the Johnson-Roberts psychological exam.
- d. Upon completing and passing the Johnson-Roberts Personal History Questionnaire;
- e. Applicants thereafter will be interviewed by an oral board(s);
- f. A comprehensive background check is required;
- g. Reference checks will be conducted;
- h. Successful applicants will then be ranked on a list for hire.
- i. Applicants selected for hire must pass a post-offer comprehensive physical exam and drug screening prior to employment.

**\*Applicants must take and successfully pass both the written and physical (CPAT) testing offered by Public Safety Testing prior to the application deadline. Only PST test results will be accepted.**

**\*Because the CPAT test is considered a strenuous physical test, we highly recommend you consult with your health care provider before participating.**

**Posting Date: March 10, 2021**

**Closing Date: Applications must be received by 5:00 pm on May 31, 2021**

\*VEBA (Voluntary Employee Benefit Association) is a tax-exempt health reimbursement account used by employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon leaving City employment.

**NOTICE!**

**Do not call the Kalispell Fire Department to check on your application!**

**Please note: Only Candidates Selected for Interviews will be Contacted.**

A City application can be obtained from:

- Online at the City of Kalispell website: [www.kalispell.com](http://www.kalispell.com).
- The Human Resources Department with the City of Kalispell located at 201 1<sup>st</sup> Ave East, Kalispell, MT, Phone: (406)758-7774 or
- The Kalispell Job Service located at 427 1<sup>st</sup> Ave E, Kalispell, MT, Phone: (406) 758-6200

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head/Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Hiring Authority

Revision Date: 3/4/2021