

SHAWNEE HEIGHTS FIRE DISTRICT POSITION DESCRIPTION

POSITION TITLE: Firefighter

REPORTS TO: Captain or Lieutenant

LAST REVISED: August 28, 2025

JOB SUMMARY STATEMENT:

The position of firefighter with the Shawnee Heights Fire District encompasses entry level, Probationary Firefighter through Advanced Firefighter. Firefighters are responsible for gradually acquiring and completing progressively more advanced firefighting and emergency medical knowledge and skills, while assigned to various firefighting companies. Firefighters are responsible for performing as a team member with their assigned firefighting company, providing EMS, fire protection, rescue/extrication, and hazardous materials response.

DUTIES AND RESPONSIBILITIES:

- Serves as one (1) member of a team delivering fire protection, EMS, rescue/extrication, and hazardous materials response on a full-paid or an on-call basis.
- Drive and operate all fire suppression apparatus of the fire district.
- Extensive knowledge of street layouts, streets, water supply sources, and target hazards in assigned response area and having a general knowledge of the same for the entire District.
- Responsible for completing required study elements and hands-on training evolutions, and attaining and maintaining proper certifications: i.e. Firefighter I, Hazardous Material Operator, and Kansas EMT.
- Responsible for learning and comprehending the operational and maintenance requirements for fire apparatus and for equipment carried on apparatus.
- Responsible for gaining a working knowledge of the operation of the various types of fire apparatus and specialty equipment used by the district.
- Conducts public relations tours of the fire station, fire apparatus, and firefighting equipment as assigned or required.
- Responsible to always maintain a positive attitude and clean appearance.
- Conducts general maintenance activities of apparatus, buildings, and grounds as directed.
- Participates in the gathering and recording of information obtained through pre-fire planning.
- Gathers information and prepares emergency response reports as required.
- Participates in fire station duties and maintenance activities as assigned.
- Responds on alarms as outlined in District policy. Monitors activity of the agency via department issued pager and, when available, responds as appropriate to requests for manpower or to incidents requiring additional staffing beyond the on-duty staffing
- Participates in regular scheduled drills as outlined in District policy.
- Performs other duties as required or assigned.

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATION(S):

- High School graduation or GED equivalent (prefer graduation from a two (2) year junior college or technical school or a four (4) year college or university with an associate or bachelor's degree in Fire Science or Technology Administration).
- Must possess and maintain a valid State of Kansas non-commercial Class "B" driver's license.
- Must possess and maintain a State of Kansas certification as an EMT (or higher).
- Must obtain an IFSAC FFI certificate within twelve months of appointment.
- Must obtain IFSAC Hazardous Material Operator certification within twelve months of appointment.

EXPERIENCE:

None required (previous firefighting and EMS experience preferred)

SKILLS:

- Competent in oral and written communications skills
- Ability to study, learn, and put into practice various fire service-related skills and topics
- Ability to work effectively as a member of a team toward achieving assigned goals
- Ability to operate modern computer systems and associated software packages.

MENTAL REQUIREMENTS:

- Knowledge of modern firefighting, rescue/extrication, EMS, and hazardous materials principles, practices, and methods.
- Knowledge of the operation, routine maintenance, cleaning, and care of various types of fire apparatus and equipment used in firefighting, rescue/extrication, and EMS activities.
- Ability to read, comprehend, and follow rules, regulations, policies and procedures, and standard operating guidelines.
- Knowledge of the methods and practices used in the delivery of emergency medical services and other rescue/extrication techniques
- Knowledge of the geographical layout of the district, water sources and target hazards.
- Knowledge and ability to prepare of clear and concise reports and forms.
- Working knowledge of the computer system and software applications used by the district.
- Knowledge and ability to read, interpret, and learn new concepts in science and mathematics.

PHYSICAL REQUIREMENTS AND DESCRIPTIONS:

- Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb. to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2½ in. in diameter from fire apparatus to occupancy [approximately 150 ft], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

SUPERVISORY RESPONSIBILITY:

Direct: None

EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

Printed Name _____

SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

Printed Name _____ Title _____

FIRE CHIEF APPROVAL:

Signature _____ Date _____

Printed Name _____ Title _____