



Buffalo Fire Department

Employment Opportunities

POSITION DESCRIPTION

Title: Buffalo Paid-On-Call Fire Fighter

Department: Buffalo Volunteer Fire Dept.

Reports To: Fire Chief / Officers



Buffalo Fire Chief

Fire Chief: John Harnois

Phone: 763.685.5550

Email: FireChief@ci.buffalo.mn.us

ESSENTIAL JOB FUNCTIONS

The fire fighters' main functions are to answer fire calls, fire suppression and extraction at accident scenes. Public safety education is also a main function of fire personnel. Training is ongoing and essential on a monthly and annual basis. As assigned by the Fire Chief, fire fighters receive assignments to provide public safety education and other maintenance functions as needed.



POSTION PURPOSE & OBJECTIVES

Volunteer time to serve the citizens of the City of Buffalo and surrounding townships where there are fire contracts. Fire protection from bodily injury and property damage are the Fire Fighters main objective, along with providing public safety education. Fire fighters will from time to time be truck drivers, pump operators and must be trained in SCBA (self-contained breathing apparatus). There could be an opportunity to become an officer in the Buffalo Fire Department, or be involved in and participate in planning for purchasing of equipment.



WORKING CONDITIONS

Fire fighters must be able to work under stressful conditions, in all types of weather conditions, and be able to work for long hours at a time. Fire fighters must be prepared for storms, accidents of all kinds, natural disasters and man-made disasters, and must also be trained as a nuclear response team.

Operate equipment in performance of fire ground operations and maintenance functions. Must wear personal safety equipment including clothing as required by the department.



SUPERVISORY RESPONSIBILITIES

Fire fighters must operate under the by-laws of the Buffalo Fire Department as adopted, and follow the Standard Operating Guidelines. Fire fighters have an opportunity to advance to the position of an Officer by maintaining a high level of integrity in communications with the public and private sector.



SUCCESS FACTORS

Fire fighters must have leadership ability, communication skills, positive attitude and good judgment. They must be able to listen well to the Chief, Officers and the Training Officer(s). Fire fighters must have the ability to relate well with all type of people and experience with similar job responsibilities. Problem solving ability and safety knowledge and skills will also be important to success.

Fire personnel must be available 24 hours a day, seven days a week. The fire fighter should be able to respond to the station they are assigned to in an expedient way.



FIREFIGHTER APPLICATION



KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Fire Fighter I must be completed within the first eighteen months after appointment to the department. Fire fighters must make a minimum of an additional 24 hours of training per year, or eight drills.

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Because public safety education is a primary goal, fire fighters must stay abreast of safety standards and guidelines in a number of areas. Throughout the year education in fire safety is provided to children, and many citizens receive safety education at the Annual Open House of the Buffalo Fire Department, all of which a fire fighter is a part.

A Class C vehicle drivers license is required and a clean motor vehicle record must be presented at any time.

Willing to work 'hands on' in all areas of maintenance and operation of department equipment. Must be able to work well with the public and other fire fighters and City departments as a 'team player.' Willing to submit to random drug and alcohol testing, if required.



MINIMAL QUALIFICATIONS

A physical examination is required prior to employment. Fire fighters must be at least 18 years of age, must complete an application and personal interview using the State of Minnesota point system. The fire fighter must pass a physical agility test that will assure that he or she can handle the physical requirements of the job. Other training required is SCBA (self-contained breathing apparatus) and ladder use.

Personnel must submit to a biannual physical as provided by the department, including an EKG and other physical standards.



EQUAL OPPORTUNITY EMPLOYER

The City of Buffalo is an equal opportunity employer who, in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities and invites current and prospective employees to discuss the need for any such accommodations with City management.