



**CITY OF SELMA, ALABAMA  
JOB DESCRIPTION  
INTERNAL/ EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

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**TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL POSITION IS FILLED**

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Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**Relationships**

**Position:** Firefighter Recruit  
**Reports to** Training Officer (Captain)  
**Subordinate Staff:** None  
**Department:** Fire Department  
**Location:** 4555 Water Avenue, Selma, Alabama 36701  
**Status:** Regular, Full-time  
**Schedule:** Monday – Friday- Weekend and Nights  
**Rate of Pay:** \$40, 000.00- Annually

**Internal Contacts:** All City Departments  
**External Contacts:** General Public; Sheriff; Volunteer Fire Departments; E-911; Alabama Emergency Management Agency (AEMA); Alabama Fire College (AFC); Alabama Law Enforcement Agency (ALEA); Alabama Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Hospitals; Schools; Nursing Homes

**Job Summary**

Under the direct supervision of the Training Officer, the employee is assigned to learn basic knowledge, skills and abilities that are needed to become a firefighter. The employee participates in on-the-job training and directed self-study in preparation to attend an Alabama Fire College (AFC) course of instruction for Firefighter. The preparatory training includes reading text materials and studying in order to acquire and maintain proficiency in the knowledge, skills and abilities needed to perform the tasks of a firefighter. Employee receives training in firefighting skills by practicing drills and evolutions. Recruit will assist with Department duties under close supervision. All work is performed under the direct supervision of a Station Lieutenant or Captain in accordance with well-defined procedures. Upon successful completion of the prescribed AFC training program, recruit will be eligible to become probationary Firefighter. This job is an entry-level recruit, certification as a Firefighter with the Selma Fire Department is required to remain in this job field. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug checks.

**Essential Functions**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Recruit Activities and Training.** Employee attends and participates in Department activities designed to prepare them to attend Alabama Fire College training.

1. Receives practical on-the-job training in the techniques and processes used by firefighters in the suppression and prevention of fire.
2. Learns basic firefighting skills by practicing supervised drills, evolutions, and rescue techniques.
3. Learns about the Department's equipment, how it is operated and maintained, and learns how to use the equipment properly and safely.
4. Learns about some of the selected Department's rules and regulations, Standard Operating Procedures (SOPs) and other written guidelines and policies.
5. Actively participates in presentations; does required reading and work as necessary to keep up with the prescribed training.
6. Assists in providing services to the community such as installing smoke detectors, public education, and other related activities.
7. Responds to emergencies with assigned station and crew.
8. Follows supervisor directions and instructions at fire and accident scenes.

**ESSENTIAL FUNCTION: Firefighter Education and Training. Participates in station training and fitness programs; reviews manuals, policies and procedures, maps, etc. in order to maintain readiness for emergency responses.**

1. Completes assigned training activities.
2. Participates in physical drills and exercises used in emergency response.
3. Attends classes in firefighting techniques.
4. Attends classes in medical practices such as cardio-pulmonary resuscitation (CPR), first aid and rescue techniques.
5. Participates in daily physical training and maintains a fit for duty rating.

**ESSENTIAL FUNCTION: Firefighting Preparation. Assists in inspecting and maintaining equipment, apparatus, and station quarters in clean and safe condition, and performs duties as required by Department rules, regulations, policies, procedures, or common practices.**

1. Assists in performing daily check of equipment, pumps, trucks, and safety equipment.
2. Assists in performing hose and pump testing and maintenance.
3. Assists in keeping assigned vehicles clean and supplied for emergency response.
4. Reports abnormalities immediately to supervisor.
5. Maintains station in a clean and orderly manner by sweeping, mopping, vacuuming, maintaining adequate supply of towels and linens; replacing light bulbs, filters, paper products and other supplies; cleaning windows, bay area, and bathrooms according to schedule.
6. Keeps personal areas clean and organized.
7. Assists with construction activities such as remodeling, painting, cabinetwork, etc.
8. Performs grounds maintenance including cutting grass, edging, cleaning gutters, washing pad, and parking lot and cleaning other outside areas as scheduled.
9. Ensures personal gear is clean, repaired, and in serviceable condition.
10. Conforms to the safety requirements of the City.

**NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City policies and procedures.
2. \*Knowledge of assigned territory including the location of streets, hydrants, block numbers, target hazards in order to respond quickly to emergency incidents.
3. \*Knowledge of modern and safe firefighting and rescue methods, principles, practices, and techniques and of fire behavior and fire suppression systems.
4. \*Knowledge of the safe operation and proper use of firefighting equipment, apparatus, or tools used in rescue or suppression operations, during emergency incidents or training activities and of proper maintenance methods and techniques.
5. \*Knowledge of evacuation procedures.

6. \*Knowledge of safe extraction procedures and basic rescue techniques.
7. \*Knowledge of hydraulics as applied to pump operation and water pressure.
8. \*Knowledge of safety rules including accident causation and prevention.
9. Reading skills to comprehend operator manuals, directives, procedures, and instructions.
10. Verbal skills to communicate effectively with supervisor and co-workers.
11. Writing skills to clearly and neatly complete routine forms and records.
12. Math skills to perform basic calculations (add, subtract, multiply, divide).
13. Skills in operating power equipment and hand tools.
14. Ability to recognize and identify hazards to include hazardous materials, power lines, etc. and determine appropriate action to safely and quickly perform or continue suppression or rescue operations.
15. Ability to climb ladders and work from ladders at extended heights.
16. Ability to evaluate dangerous life-threatening conditions or hazards and use sound judgment in its safe migration.
17. Ability to concentrate and remain calm in stressful situations facing the risk of serious personal injury or death.
18. Ability to understand instructions and to relay information quickly and accurately.
19. Ability to maintain effective working relationships with co-workers, other city departments, and the public.
20. Ability to use and operate a two-way radio.
21. Ability to wear self-contained breathing apparatus (SCBA), face mask, and other personal protective equipment (PPE) while working.
22. Ability to work as a team member.
23. Ability to move heavy objects or victims.
24. Ability to deal with the public with tact and diplomacy.
25. Ability to perform strenuous duties for prolonged periods of time in extreme weather and firefighting situations.
26. Ability to use computers and office productivity software.
27. Ability to drive a vehicle under adverse conditions.

#### Minimum Qualifications

1. Possess a high school diploma or GED.
2. Must be at least 19 years of age.
3. Ability to successfully complete the Certified Physical Ability Test (CPAT) prior to attending Firefighter training.
4. Ability to obtain and maintain valid Alabama Firefighter I/II certification within the first year of employment.
5. Possess a current and valid driver's license; must be insurable.
6. Ability to work non-standard work hours.
7. Ability to be on call twenty-four (24) hours a day seven (7) days a week.
8. Ability to travel for training.
9. Ability to pass a pre-employment background check and an initial drug screen.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

***THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER***