

TO: HONARABLE MAYOR AND CITY COUNCIL

FROM: Brice Miller, FIRE CHIEF

SUBJECT: CFFD Probationary Job Description

MEETING DATE: May 20th 2025

BACKGROUND

Cannon Falls Fire is actively working on updating our policy book and would like to have this probationary job description in place before the council approves the department's new hires.

STAFF RECOMMENDATION

I recommend accepting the Probationary Job Description effective May 20th 2025.

REQUESTED COUNCIL ACTION

Motion and approval of accepting the Cannon Falls Fire Department Probationary Firefighter Job description.

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BASIC FUNCTION:

The basic function of the Probationary Firefighter is to learn the duties of the fire service, attend meetings, trainings, and classes. They should be active in fire the service to learn the responsibilities and procedures. They should respond to emergency calls and be active and willing to learn and follow alongside those who are experienced. They need to make it a priority to complete all NFPA 1001 Fire Fighter I & II classes within the probationary period and seek to complete all EMR classes soon after.

REPORTING RELATIONSHIPS:

Reports to: Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Responds to the station for all calls. Will not board any apparatus for Fire calls unless directed by an Officer or until after the 2nd truck has left and if the 3rd truck is waiting on Firefighters. Probationary members are allowed on the first truck for Rescue calls but must not occupy more than 2 of the 4 seats. After the completion of Fire 1 and 2 along with the Fire Chiefs approval the firefighter will be allowed to board the first leaving apparatus.
- B. Responds to the station for mutual aid calls. Does not act as a crew member on any apparatus unless directed by the Fire Chief or acting Officer.
- C. Attends regular and assigned training sessions and meetings to maintain and upgrade firefighting skills.
- D. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
- E. Be cognizant of and adhere to Fire Department policies and operating procedures.
- F. Is not allowed to drive apparatus until given Fire Department approved driver training.
- G. Is not allowed to enter hazardous breathing atmosphere, fire, or related incident until completion of Firefighter I. Until such time, probationary members must limit their fire ground activities to exterior assignments only.
- H. Performs physical demands and work environment requirements for this position.
- I. Effective and respectful communications and interactions with other team members and supervisors.
- J. Participates in professional staff development, training, and education opportunities to maintain and improve proficiency. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- K. Participates in training and education opportunities to maintain and improve proficiency.
- L. New members must have an average attendance of more than 75% of meetings and are expected to attend 20% of all calls. If a member is attending an approved training, he/she will receive attendance credit for any calls that took place during the approved training.
- M. Completion of the New Hire is expected within the first year.

QUALIFICATIONS:

Education Required: Working toward NFPA 1001 FFI & FFII, BLS and HAZMAT Awareness.

Preferred:

Experience N/A

Skills / Knowledge / Abilities

- A. Knowledge of applicable Federal and State laws, City ordinances, and departmental policies and procedures, and relevant reference materials.
- B. Knowledge of operating principles and practices.
- C. Ability to maintain an appropriate level of discretion with confidential information.
- D. Ability to complete work during stressful situations.
- E. Ability to work alongside other members of the Fire Department

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- F. Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful, and effective service attitude.
- G. Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- H. Physically and mentally capable of performing the duties of Firefighter and wear an SCBA.
- I. Maintains a valid MN state driver's license.

Physical

- A. Standing, stooping, stair climbing and bending to perform Fire Fighting duties.
- B. Ability to lift 100 Lbs.
- C. Work in hot/cold environments.
- D. Work in confined environments.
- E. Must be able to wear the required Personal Protective Equipment (PPE) for extended periods of time.

WORKING CONDITIONS:

Exposure to hot, cold, dirty, noisy, and congested conditions.

Hours:

- A. Flexible hours and on call 24/7.

Pay Rate:

- A. Depending on qualifications

Length of Term:

A minimum probationary period of two years shall be served by all applicants. During the probationary period, a probationary member can be terminated for any reason deemed by the Fire Chief in the Fire Departments best interest. There shall be no grievance procedure.

ACKNOWLEDGMENT:

I have reviewed and understand the above Position Description and believe it to be accurate and complete. I also agree that the Fire Chief retains the right to change this Position Statement at any time to keep it representative of this functional position.

Probationary Firefighter

Date

APPROVAL:

Fire Chief

Date