

City of Fort Worth, Texas Job Description

Classification Title	Fire Cadet		
Job Code:	PT5150	Job Family:	Part-time
Pay Grade:		Date Reviewed:	09/30/15
FLSA Status	Non-exempt	Date Revised:	

GENERAL SUMMARY

This position is designed for individuals interested in and/or preparing for careers as a Firefighter. This civilian position assists assigned personnel and performs a variety of public safety related duties in support of the assigned department assignment. The Public Safety Cadet is a part-time, temporary position designed to allow candidates interested in a career in fire Public Safety opportunity to obtain exposure to a wide variety of duties related to the Fire Service or Law Enforcement while attending a local college or university.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists Firefighters in testing, repairing, and maintaining equipment, fire hoses, etc.
2. Assists Battalion Chief with assignment reports and courier duties.
3. Assists Firefighters with EMS training, maintenance of equipment and field trips.
4. Assists Fire Marshal and Inspectors issuing permits and citation.
5. Assists Emergency Management Personnel in disaster planning and emergency telephone use.
6. Assists with map production, inspection records, video-production, filming, and editing.
7. Answers telephones, file and performs data entry as needed.
8. Follows a preventative maintenance schedule for equipment utilized in the assigned area of responsibility.
9. Orders, stocks and maintains supplies as needed.
10. Assists Fire Marshal and Inspectors issuing permits and citation.
11. Answers telephones, file and performs data entry as needed.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Assist in recruiting and performing other personnel functions.
2. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Basic principles of business letter writing and basic report preparation.
- Methods and procedures of radio communication.
- Equipment and materials related to fire publicly safety.
- Basic mathematical principals.
- English usage, spelling, grammar and punctuation.
- Basic procedures and techniques related to assigning firefighters or assigned personnel.
- Common safety precautions and practices.
- Modern office procedures, methods and equipment.

- **Skill in:**

- None required.

- **Ability to:**

- Interpret and enforce ordinances.
- React rationally in emergency an stressful situations.
- Operate equipment and materials utilized in assigned area.
- Follow written and verbal instructions.
- Communicates with public in a positive, courteous manner.
- Writes reports clearly and concisely.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains the abilities that permit:
 - - Making observations.
 - - Communicating with others.
 - - Reading and writing.
 - - Monitoring assigned activities and operations.
 - - Operating assigned equipment.
- Maintain mental capacity which permits:
 - - Intense levels of noise, vibration, and heat.
 - - Hazards associated with traffic and working in and near traffic.
 - - Hazardous materials.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - - walking, jogging, running, or standing for extended periods of time.
 - - lifting or carrying light to heavy objects.
 - - operating assigned equipment.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED. Must be currently enrolled in a college/university or possess ability to enroll in a college/university while in the program.

OTHER REQUIREMENTS

Must be 18 years of age.

Possession of, or ability to obtain, an appropriate, valid Texas driver's license.

WORKING CONDITIONS

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.

Outdoor environment; exposure to extreme weather conditions; close proximity to moving vehicles; exposure to exhaust, fumes, odors, and noise; working closely with others.

PHYSICAL DEMANDS

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.

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and walking for long periods of time; light to moderate lifting and carrying; ability to distinguish colors; general manual dexterity is required; adequate vision, hearing, and speech; must be able to operate assigned vehicle.