

## CITY OF MONROE



### Job Description

**Job Title:** Driver/Operator-MPO  
**Reports To:** Fire Chief & AC Apparatus  
**Prepared By:** Daryl Rausch  
**Approved Date:** 12-2-2014

**Department:** Fire  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 12-1-2011  
**Rank Indicator:** Scramble

**Summary** Operates and maintains a variety of specialized firefighting equipment and trucks used in controlling and extinguishing fires and evacuating and rescuing persons from dangerous areas by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Drives and positions fire pumping and aerial ladder trucks in emergency situations.

Operates, adjusts, and controls pumping equipment, aerial ladders, and other apparatus at fires.

Regulates water pressure to ensure necessary water pressure.

Inspects, maintains, and makes minor repairs to vehicles, equipment, and apparatus.

Performs the duties of a firefighter when not operating or maintaining an apparatus.

Participates in inspections, drills, and training activities.

Uses a variety of hand and power tools, equipment, and work aids in all phases of firefighting and rescue work.

Tests and maintains power tools and equipment.

Operates communication equipment.

Rescues individuals and animals from situations in which they are physically trapped.

Contains, controls, and decontaminates hazardous materials spills.

Performs a variety of salvage and clean-up operations, including removing water, chemicals, and debris.

Maintains apparatus, trucks, quarters, buildings, equipment, and grounds.

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

## **Supervisory Responsibilities**

None

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.

Oral Communication - Listens and gets clarification; Participates in meetings.

Written Communication - Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have been a member of the department for a minimum of 3 years before beginning training as a Motor Pump Operator.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be willing and able to qualify on all department apparatus on a bi-annual basis. Must attend drivers training to remain current on equipment operation.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

Firefighter II certification for at least 12 months  
MFD Department member for at least 3 years  
Driver/Operator-Pumper certification required  
Driver/Operator-Aerial before clearing on L-7  
Valid Wisconsin driver's license  
*(All certifications may be waived or modified by Chief of Department).*

**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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** 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.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.

MFD © 2014