

## City of Nicoma Park – Firefighter/EMT



The City of Nicoma Park is accepting applications for the position of Firefighter/EMT. Applications will be accepted January 23rd, 2023 through February 3rd, 2023. Applications and full job description can be picked up at the City of Nicoma Park City Hall, 2221 Nichols Drive, Nicoma Park, OK 73066 or online at [www.ok.gov/nicomapark](http://www.ok.gov/nicomapark). Applications/resumes will be accepted at the City of Nicoma Park City Hall until February 3rd, 2023. The City of Nicoma Park is an Equal Opportunity Employer.

### REQUIREMENTS

- Be between the ages of 18-44
- Possess a high school diploma or GED
- Possess a current Oklahoma Driver's License and be insurable
- Possess a Firefighter I Certification
- Must be a Nationally Registered EMT prior to employment
- Current CPAT passing score, capable of passing the Oklahoma State Firefighter Pension Physical, or currently in the Oklahoma Firefighter Pension and Retirement Plan

### BENEFITS

- Health Insurance provided for the employee
- Sick Leave
- Vacation/Holiday Leave
- Retirement Benefits

**CITY OF NICOMA PARK  
JOB DESCRIPTION**

**Job Title:** Firefighter  
**Department/Division:** Fire Department  
**Reports To:** Fire Chief  
**FLSA Status:** Non-Exempt

**General Description of the Position:**

This position is responsible for the performance of firefighting, fire prevention, and emergency medical calls.

**Summary of Essential Duties:**

*(The items listed are not intended to be a complete listing of all essential functions and duties of this position.)*

- Performs firefighting duties such as combating, extinguishing and preventing fires, and answering emergency calls with various equipment.
- Lays and connects hoses, directs water onto burning structures, raise and climb ladders.
- Uses other firefighting techniques, such as ventilating burning buildings and perform salvage operations.
- Trains for and participates in the protection of life and property by firefighting and rescue activities.
- Participates in fire drills and attends training classes in firefighting, first aid, and related classes.
- Responds to medical emergencies, provides basic first aid, and assists paramedics.
- Conforms to the safety requirements of the department.
- Performs maintenance on the fire station, equipment and trucks, and city grounds as needed.
- Performs other duties as assigned.

**Minimum Qualifications:**

- High School graduate or approved equivalent.
- Must possess Firefighter 1 Certificate and be a National Registered EMT Certification obtained prior to employment. Must obtain other certification within first year of employment.
- Current CPAT passing score from approved testing facility or proof of participation in the Oklahoma Firefighter Pension and Retirement Plan.
- Ability to meet such specific physical and certification requirements as may be established by the City, State Statutes and the Oklahoma Firefighters Pension and Retirement System.
- Skill in operation of fire trucks and equipment, including radios.
- Knowledge of the principles, practices, methods and equipment used in modern firefighting, and knowledge of fire hazards and fire prevention techniques.
- Knowledge of city geography, street locations, principle buildings, fire hydrants and water supplies.
- Ability to exercise good judgment in stressful situations.
- Ability to read, analyze, and understand the most complex documents, including municipal codes.
- Ability to communicate effectively both orally and in writing.
- Must be self-motivated and able to complete tasks with little supervision.
- Must be able to establish and maintain effective working relationships with other employees and the public.
- Ability and willingness to maintain strict confidentiality. Ability to work and maintain records in a highly confidential atmosphere.
- Ability to use a computer, Microsoft Word, Excel, various software, copier, and other office equipment.
- Possess a valid Oklahoma Driver's License and be insurable.