



Topeka Regional Airport & Business Center, Bldg. 620  
6510 SE Forbes Ave., Ste. 1 | Topeka, KS 66619-1446  
Phone :: 785.862.2362 | Fax :: 785.862.1830  
mtaa-topeka.org

**Class Title:** Firefighter I

**Position Summary:**

Entry level position in preparation for assuming the duties of a Fire Officer II. Proficiency will be developed in the protection of life and property through the enforcement of regulations, fire protection, and general maintenance duties. Work in all weather conditions. Dispatch, FAA requirements for ARFF and NOTAM'S. The Fire Officer I is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

**Essential Job Functions:**

- Serves as one (1) member of a team delivering fire protection, EMS, rescue/extrication, and hazardous materials response on a full-paid or on-call basis.
- Perform routine preventative maintenance, daily vehicle inspections.
- Operate fire trucks and equipment, dump trucks, plows, etc.
- Control and extinguish fires, protect life and property and conduct rescue efforts.
- Working knowledge of FAR Part 139 and TSR Part 1542.
- Work with others, and follow instructions.
- Complete necessary reports.
- Requires training in NIMS 100, 200, 700, and 800.
- Monitor airfield, airport facilities, water system familiarization.
- Requires training in, and acquiring certification of, IFSAC FF 1.
- Performs other duties as required or assigned.

**Required Qualifications:**

- Have effective written and verbal communication skills.
- Have physical strength and agility as indicated by a pre-medical examination.
- High School graduation or GED equivalent.

**Desirable Qualifications:**

- Communicating with Supervisors and Peers.
- Some experience involving meeting and dealing with people under varying circumstances.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload. Requires standing, walking and heavy lifting. Handle tools or controls. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Exposure to sounds and noise levels that may be distracting or uncomfortable. Working in very hot or very cold temperatures. Working in cramped work spaces and getting into awkward positions. Requires working with others in a group or team, responsibility for the health and safety of others, wearing common protective or safety equipment, job tasks are performed in close physical proximity to other people. **Individuals must be able to pass a Triple (III) and/or CHRC Fingerprint background check.**

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Signature

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Date