



City of Clive (IA)  
**Firefighter/EMT - Full-Time**

<b>SALARY</b>	\$21.93 - \$30.01 Hourly	<b>LOCATION</b>	Clive Public Safety Center, IA
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	00377
<b>DEPARTMENT</b>	Fire	<b>DIVISION</b>	Fire
<b>OPENING DATE</b>	05/28/2026	<b>CLOSING DATE</b>	6/12/2026 5:00 PM Central

## JOB SUMMARY

### Pending Council Approval:

Under the general supervision of the shift Lieutenant/Acting Officer and Chief Officers, provide emergency medical care to sick and injured people; control and extinguish fires; perform rescue, protect life and property; conduct fire prevention activities (public education, fire inspections, etc.); maintain equipment, and building upkeep. Ensures that all actions, decisions, and performance consistently support and uphold the City and Department's mission, core values, goals, and objectives.

## JOB FUNCTIONS

### Routine Tasks, Responsibilities, Required Knowledge, Skills, and Abilities

- Assure the City and Department's mission, core values, goals, and objectives are initiated, followed, and supported.
- Act with honesty, integrity, trustworthiness, and dependability, always.
- Ability to take initiative
- Respond to emergencies (medical, fire, rescue, alarms, disasters, etc.) within the scope of certification and under guidance of current protocols, lieutenants, Acting Officer in Charge (AOIC), Medical Director, SOGs, SOPs, and Chief Officers.
- Understand building construction and fire behavior, knowledge of appropriate training standards, and hazardous material response
- Operate, check, and maintain fire, medical, and general equipment, apparatus, and facilities.
- Safely operate all emergency response vehicles within department SOGs, SOPs, and any applicable local, state, or federal regulations.
- Complete and properly file the required records and reports for the department in a timely manner as deemed by the Chief Officers (i.e. including but not limited to fire, inspections, medical records and reports).
- Communication with the use of radio, portable telephone, or other electronic devices and apps.
- Participates in training, drills, demonstrations, and courses in emergency medical care, firefighting, and other emergency techniques and skills to maintain certifications and competencies
- Participate in quality assurance programs.
- Effective and professional communication with the public, personnel, neighboring agencies, dispatch, law enforcement, hospital staff, or anyone that contact is made.
- Ability to solve problems with sound judgment and a systematic approach to making decisions with several abstract and concrete variables using logical and scientific thinking.

- Community relations, education, and risk reduction activities to improve community safety and maintain a positive public image of the department (i.e. including but not limited to tours, visits, and public education).
- Understand and adhere to all department SOGs, SOPs, policies, verbal and written directives, and all applicable local, state, and federal laws for operations.
- Create and participate in a team environment by actively supporting efforts to facilitate cooperation, collaboration, and good communication between all department personnel, other departments, and the community.
- To always operate with the safety of themselves, coworkers, and the public in mind.
- Participate in precepting, mentoring, and instructing, including but not limited to current personnel, new personnel, students, and those doing ride time.
- Regularly handle confidential information in a sensitive manner and follow all HIPAA regulations and department policies, procedures, and practices regarding patient privacy.
- Ensuring assignments and tasks are completed on time.
- Meet all deadlines. This includes, but is not limited to, training, classes, payroll, and time off requests.
- Regular and prompt attendance is required.
- Other duties as assigned or apparent.

## EMPLOYMENT STANDARDS AND QUALIFICATIONS

### Education Required:

High school diploma, HiSET (formerly known as GED), or high school equivalency diploma

### Training Required

EMT certified through the State of Iowa.

Firefighter I certified and Hazardous Material Operations Level certification as recognized by the State of Iowa.

Obtain Firefighter II certification within the timeframe established by Department policy or collective bargaining agreement, if applicable.

### Experience Required:

1 year EMT

1 year firefighting

### Required Qualifications:

- Must be at least 18 years of age
- Must pass the Central Iowa Fire and EMS Testing Consortium physical ability test or equivalent.
- Must pass the Central Iowa Fire and EMS Testing Consortium written test with 70% or higher.
- Must successfully complete a post-offer medical/fitness-for-duty examination conducted in accordance with applicable federal and state law.
- Must meet City of Clive's residency requirement.
- Must possess and maintain a valid driver's license in accordance with City of Clive's policy.

## JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the Clive Fire Department's privacy policies, procedures and practices as required by state and federal law and in accordance with general principles of professionalism as a health care provider or privileged ancillary staff member. Failure to comply with the department and City policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment, membership or association with the City of Clive Fire Department.

The employee may access protected health information and other patient information only to the extent that is necessary

to complete job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or quality assurance and improvement operations.

The employee is expected and encouraged to report, without threat of retaliation, any concerns regarding department and City policies and procedures on patient privacy and any observed practices in violation of that policy to the designated privacy officer.

The employee is expected to actively participate in department and City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with department and City policy.

## PHYSICAL AND ENVIROMENTAL CHARACTERISTICS

### Physical Characteristics of the Job

This position can be classified as heavy work and could require the following but not limited to exertion of fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull, or lift extremely heavy objects such as a human or a motor vehicle. Must be able to climb, balance, stoop, kneel, crawl, reach, stand, and walk. Must be able to effectively communicate verbally and in writing in English sufficient to safely perform essential job duties and comply with emergency response, documentation, and patient care requirements.

### Hazards and Working Conditions

The work is performed both inside and outside and can include hazardous work conditions. The list includes but is not limited to the worker being exposed to darkness, poor lighting and bright lights; fumes/odors/chemicals; isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven ground, mechanical hazards, biological hazards; medical and bodily injury; traffic, fire, and electrical hazards; and exposure to violent behavior. Also, the work may expose the employee to significant work pace pressure, and irregular hours.

## EQUIPMENT AND MATERIALS USED

This includes but not limited to emergency response trucks, attachments, cars/light trucks, air compressor, pumps, saws, grinder, ladder, pick-ax, generator, chains, extension cords, measuring equipment, hazardous chemicals and materials, computer hardware and software, hoses, oils, traffic control equipment, MSDS documentation, City of Clive Code of Ordinances, Code of Iowa, Iowa DNR Rules, Iowa EMS Rules, locally adopted Fire Code(s), International Fire Code, NFPA Standards, Federal Register, Employee Handbook, calculator, photographic equipment, fax machine, photocopier, telephone, computers, iPads, mobile and portable radios.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.

## Benefits

**Please click on the link to ready more about the benefits the city of Clive offers to its employees:**

- **Non-Union Employees:** [Benefits Guide - 2026/27](#)
- **Fire - Union Covered Employees:** [Benefits Guide - 2026/27 Fire](#)

- **Police - Union Covered Employees: [Benefits Guide - 2026/27 Police](#)**

Visit the city's website for more information about our community and staff: <https://www.cityofclive.com/>

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**Employer**

City of Clive (IA)

**Address**

1900 NW 114th Street

Clive, Iowa, 50325

**Phone**

515-223-6220

**Website**

<http://www.cityofclive.com>