

POSITION DESCRIPTION

Class Title: Firefighter/EMT
Department: Fire
Date:

Job Code Number: FJD 01
Grade Number: FE

GENERAL PURPOSE

Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of a Fire Officer

SUPERVISION EXERCISED:

May assist to coordinate, instruct, or supervise the work of new recruits. May step up to the rank of equipment operator as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

PERIPHERAL DUTIES:

Assists in department supervisory and administrative activities as assigned. Assists in supervising volunteer firefighters as required. Assists in training new employees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level:

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety; working knowledge of first aid;
- (B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

Entry Level: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, valid State driver's license without record of suspension or revocation in any State and able to obtain a Class B driver's license within six months of hire date; (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits (list specific civil service or statutory requirements as applicable); (G) Obtain Possess a current EMT certificate within one year of being enrolled in an EMT certification course.

SELECTION GUIDELINES:

Entry Level: Formal application; written examination; physical agility test; oral examination; medical examination; background verification and check; final selection.

MINIMUM QUALIFICATIONS:

Lateral Entry:

General: (A) Must be able to meet all Entry Level special requirements listed above; (B) Must be able to pass a medical exam and the Departments physical agility test; (C) Must possess a current State EMT Certificate or equivalent at the time of appointment; (D) Must be certified/certifiable as a Basic Structural Firefighter by the Texas Commission on Fire Protection.

Education and Experience:

- (A) High school diploma or GED equivalent and completion of a recognized fire recruit training academy or equivalent courses;
- (B) A minimum of twelve (12) months full-time job experience in the last sixty (60) months as a paid firefighter with an active paid municipal fire department or fire protection district.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of fire suppression and prevention principles, procedures, techniques and equipment; Working knowledge of first aid and resuscitation techniques and their application;
- (B) Skill in the operation of the listed tools and equipment;
- (C) Ability to apply standard firefighting and emergency aid techniques to specific situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies and the general public; Ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to meet the special requirements listed below as applicable.

SELECTION GUIDELINES LATERAL ENTRY:

Lateral entry: Formal application; review of education and experience; written examination (optional); Oral examination; medical exam; physical agility test; background investigation; final selection.

TOOLS AND EQUIPMENT USED:

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

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 frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:

Revision History: