

Cedarville Township Volunteer Fire Department Position Description

Position Title: Firefighter/Paramedic

Division: Fire / EMS

Payroll Status: 40 hour non-exempt

Reports To: Fire Chief

GENERAL PURPOSE:

Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire and EMS equipment, apparatus, and facilities. Firefighter/Paramedics have the responsibility for the protection of life and property from the hazards of fire, medical/trauma or other hazardous environments.

SUPERVISION RECEIVED:

Works under the close supervision of the Fire Chief and/or Assistant Fire Chief. May be assigned to report to a Fire or EMS Captain or Lieutenant.

SUPERVISION EXERCISED:

None.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES:

- Drives emergency apparatus and operates fire pumps and other equipment associated with fire suppression, emergency medical and rescue operations.
- Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks
- Performs emergency aid activities including administering first aid and providing other assistance as required
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris
- Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer
- Responds to EMS alarms as a member of a team under the supervision of an officer
- Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire
- Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure
- Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools
- Protects property from smoke and water damage using positive pressure ventilation, salvage covers and smoke ejectors
- Wears appropriate protective clothing and equipment, including self-contained breathing apparatus or other respiratory protective devices
- Able to communicate with two-way communications systems

PERIPHERAL STAFF DUTIES:

- Performance of any and all jobs as required by a chief officer
- Maintain confidentiality about information learned
- Learn and understand all department policies and procedures
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects
- Attends regular and assigned training sessions to maintain and upgrade firefighting and EMS skills
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs
- Maintains fire/EMS 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
- Presents programs to the community on safety and fire prevention topics
- Answers telephone calls and take appropriate and legible messages
- Prepare, proof read and edit correspondence, reports and other documents as assigned or requested
- Enter reports as assigned into record management software for State of Ohio reporting requirements
- Train other members in firefighting techniques, EMS operations, vehicle riders training and driver training

DESIRED MINIMUM QUALIFICATIONS:

- Education and Experience:
 - A. Graduation from high school or GED equivalent
 - B. Valid State of Ohio driver's license
 - C. State of Ohio Level II firefighter
 - D. State of Ohio Paramedic
 - E. NIMS 700, 800, 100, 200 GMVEMSC Standing Orders
 - F. Current BLS CPR certification
 - G. Any combination of training, education or experience that provides the desired knowledge, skills and abilities to perform the essential functions
- Preferred Qualifications
 - A. State of Ohio certified Fire Safety Inspector
 - B. Fire and/or EMS Instructor
 - C. CPR Instructor
- Necessary Knowledge, Skills and Abilities:
 - A. Ability to work independently or under limited supervision
 - B. Possess the ability to concentrate and accomplish tasks despite numerous interruptions
 - C. Working knowledge of driver safety; working knowledge of first aid

- D. Possess working knowledge of personal computers and Microsoft Office software
- E. Willing to learn record management software designed for the fire service
- F. Ability to successfully learn the operation of the listed tools and equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques
- G. 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
- H. Ability to act effectively in emergency and stressful situations
- I. Ability to follow verbal and written instructions
- J. Ability to communicate effectively in English both orally and in writing
- K. Ability to establish effective working relationships with employees, other agencies, and the general public
- L. Ability to meet the special requirements listed below

SPECIAL REQUIREMENTS:

- Must be eighteen (18) years of age or older at time of hire
- Must possess, or be able to obtain by time of hire, a valid State of Ohio Driver's License without record of suspension or revocation in any state
- No felony convictions or disqualifying criminal histories in the past seven years
- Ability to read and write the English language; and
- Ability to meet departmental physical standards

TOOLS AND EQUIPMENT USED:

- EMS apparatus, 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.

- Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- Will work with blood or blood-borne pathogens and will require OSHA training.
- 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 quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES:

- Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to a six (6) month probationary period.
- The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Cedarville Township Board of Trustees

Supervisor Appointing Authority: Cedarville Township Fire Chief

Effective Date: