

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Firefighter/Emergency Medical Technician
DEPARTMENT: Fire
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: STATUS: Full-time
DATE REVISED: FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Firefighter/Emergency Medical Technician for the Fire Department, responsible for responding to various emergency situations, including fires, medical emergencies and hazardous chemicals.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of arson and other violations and the protection of lives of the public.

Responds to various alarms, rides and/or drives vehicle to emergency scenes, and carries/sets up appropriate equipment. Maintains radio communication with other emergency personnel on site.

Suppresses fires, including climbing ladders, crawling/walking on roofs and floors, operating equipment to open holes and windows to supply adequate ventilation, focusing streams of water and/or chemicals toward fires, and moving into fire areas. Cleans and removes debris from scene and monitors site for recurrence of fire.

Searches for and rescues victims from dangerous situations, stabilizes injured individuals by performing basic first aid and medical procedures, and transports to appropriate medical facility.

Responds to reports of hazardous materials, including identifying and containing hazardous materials to minimize or prevent damage and evacuating persons from hazardous areas as needed.

Monitors and performs general maintenance on equipment and vehicles, including cleaning/washing, checking fluids and tire pressure, filling air tanks and checking regulators, and maintaining related maintenance records.

Prepares various reports and maintains files, including entering data into computer.

Periodically attends training sessions, as required.

May assist in providing training to the department, including identifying special needs, instructing training sessions, and developing/directing training programs.

May perform special duties as assigned, including making presentations to classes or community groups and perform fire inspections.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, and possession of or ability to obtain possession of certification by state of Indiana as Firefighter One and Firefighter Two, and EMT within time specified by employer. Ability to successfully complete other training programs as required or assigned.

Working knowledge of fire service hydraulics and ability to properly operate and maintain Department vehicles and equipment, including protective clothing, axes, ladders, aerial devices and hoses.

Working knowledge of and ability to use assigned emergency medical and firefighting equipment, such as radio, fire truck, ambulance, hoses, ladders, self-contained breathing apparatus, generators, pressure fans, power saws, defibrillator, heart monitor, oxygen, and IV equipment.

Working knowledge of radio frequencies, procedures, and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio and by telephone.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work place.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City departments, other emergency personnel, victims, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to recognize signs and symptoms of some communicable diseases and dangers of blood-borne pathogens and protect oneself from contamination by utilizing universal health precautions and avoiding high risk environments.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting and/or standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, climbing stairs and ladders, working in confined areas, reaching, bending, handling/grasping and fingering objects, vision and hearing communication.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often rapidly for long periods and under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations from off-duty status, including taking appropriate action with injured and/or distraught individuals, despite stress of potential injury to self and/or others.

Ability to work irregular and/or extended hours, evenings and weekends.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of firefighting and emergency medical duties according to standard Department operating procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities determined by service needs of the public. Incumbent's work is periodically reviewed through direct observation for compliance with Department policies and procedures. Errors in emergency duties are usually prevented through procedural safeguards, and undetected errors could result in endangerment to self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other City departments, other emergency personnel, victims, and members of the general public for the purpose of exchanging and explaining information and rendering service.

Incumbent reports directly to Firefighter/Lieutenant or the appropriate chain of command.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and at emergency scenes involving exposure to hazardous conditions normally associated with firefighting and emergency medical response, including smoke, toxic chemicals, noxious gases/fumes, extreme temperatures, dangerous heights, communicable diseases, and violent/distraught individuals. Universal health/safety precautions must be followed at all times to avoid contamination and/or injury to self and others. Physical effort during emergency response may involve standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, climbing stairs and ladders, working in confined areas, reaching, bending, handling/grasping and fingering objects, vision and hearing communication.

Incumbent occasionally works extended and/or irregular hours, evenings and weekends. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Firefighter/Emergency Medical Technician for the Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name