

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Firefighter/EMT/Paramedic

Department: Fire

Employment Status: Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: Under the direction of Fire Captain, performs all functions associated with fire suppression, EMS, fire prevention, station and equipment maintenance activities for West Carrollton. Work in an emergency firefighting environment, work in medical emergency situations, including vehicle accidents, swift water rescues, and other types of medical and rescue emergencies. Work in intense life-threatening conditions, exposure to fire, smoke, hazardous materials, bodily fluids, swift water, heights, and noise. Essential and marginal functions require maintaining physical condition necessary for running, walking, crawling, climbing, stooping, and heavy lifting while wearing heavy protective equipment; work in inclement weather conditions.

EQUIPMENT & JOB LOCATION: This position requires thorough knowledge of fire/EMS tools and equipment, including: computers, communication equipment, fire/EMS vehicles, and general office equipment. The job site includes a variety of areas inside and outside the City of West Carrollton.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Responds to fire, EMS, rescue, and public service alarms.
- Operates emergency vehicles, including but not limited to staff vehicles, pumpers, aerial ladders, medic units, and rescue boats in a safe and legal manner under all weather conditions and in response to emergency situations.
- Safely and effectively operates equipment such as fire extinguishers, pry bars, hooks, ropes, aerial ladders, power tools, self-contained breathing apparatus and specialty equipment, etc.
- Lay and connect hose, hold nozzles and direct water streams, raise and climb ladders, ventilate burning structures, enter buildings to evacuate occupants and/or extinguish fire.
- Performs salvage operations such as covering exposed furniture and removing excess water and debris.
- Administers life support to injured persons including techniques to restore cardio-pulmonary functions.
- Performs public education presentations on fire safety and emergency care throughout the community.

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- Determines the need for and performs general maintenance work in the upkeep of fire department property such as maintaining and testing fire hose, cleaning and polishing apparatus, making minor repairs to various pieces of equipment, cleaning, and maintenance of building and grounds.
- Testing and inspection of fire hydrants.
- Participates in formal classroom and on-the-job training in modern firefighting methods and techniques, fire prevention procedures and emergency victim care, etc.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Assists in administrative staff activities such as preparation of memos, manuals, and budget requests.
- Uses a personal computer, electronic devices, and related software programs to create reports and correspondence.
- Works in all weather conditions and in all terrain.
- Provide excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Prepares assigned reports.
- Reads, writes, understands, and edits reports, manuals, labels, letters, memos, and correspondence.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along, and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Possess a valid Ohio Firefighter Level I and EMT or Paramedic certifications.
- Successful completion of Montgomery County protocol testing within sixty (60) days of hire.
- Possess a valid Healthcare Provider CPR Card.
- Ohio Hazardous Materials Operations certification.
- NIMS ICS-100 and IS-700 training certification.
- Must maintain required continuing education as required to maintain certification.
- Possess all Federal, State, and local certifications as required.

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PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of current concepts and practices in modern firefighting and emergency medical care.
- Thorough knowledge of the use and operation of a wide variety of fire and emergency medical equipment.
- Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.
- Demonstrates the ability to differentiate between safe and unsafe conditions.
- General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- Ability to learn the geography, water system, and major target hazards in the city.
- Ability to perform both routine and specialized firefighting and emergency medical tasks with skill and competence.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to handle confidential information.
- Ability to understand and execute oral and written directions.
- Be knowledgeable of and follow departmental policies.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Excellent self-discipline. Ability to work well without immediate supervision.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of or ability to obtain promptly, a valid Ohio Driver's License.
- Must be in good physical condition, e.g., ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of West Carrollton.
- Ability to attend various meetings, training sessions, and workshops as necessary to maintain licenses and certifications.
- Ability to work other than normal working hours.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Employee Signature)

(Date)

(Approval of Appointing Authority)

(Date)

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