

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 the Fire Captain, you will perform a diverse range of functions associated with fire suppression, EMS, fire prevention, station, and equipment maintenance activities for West Carrollton. Your work will include responding to emergency firefighting and medical situations, such as vehicle accidents, swift water rescues, and other medical and rescue emergencies.

You will work in intense, life-threatening conditions, demonstrating your bravery and commitment. Essential and marginal functions require maintaining the physical condition necessary for running, walking, crawling, climbing, stooping, and heavy lifting while wearing heavy protective equipment and working 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 diverse range of areas both inside and outside the City of West Carrollton, reflecting the varied nature of the role.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the listed duties, and the examples listed do not 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, safely and legally 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, 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 the 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.
- Determines the need for and performs general maintenance work in the upkeep of fire department property, such as maintaining and testing fire hoses, cleaning and polishing apparatus, making minor repairs to various pieces of equipment, and cleaning and maintaining buildings 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, emergency victim care, etc.

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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 includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along, and works harmoniously with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Possess valid Ohio Firefighter Level I and EMT or Paramedic certifications.
- Successful Montgomery County protocol testing completion 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.

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of current concepts and practices in modern firefighting and emergency medical care.
- Thorough knowledge of using and operating various fire and emergency medical equipment.
- Considerable knowledge of the occupational hazards and corresponding safety practices necessary to safely perform 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 performing assigned duties.
- Ability to learn the city's geography, water system, and major target hazards.
- Ability to perform both routine and specialized firefighting and emergency medical tasks with skill and competence.

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- 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 a valid Ohio Driver's License promptly.
- 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 regular 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)