

POSITION TITLE: **PART-TIME FIREFIGHTER/EMT**

DEPARTMENT: **SAFETY**

DIVISION: **FIRE**

STATUS:

**CITY OF OXFORD
POSITION DESCRIPTION**

REPORTING RELATIONSHIPS

Fire Chief

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

DIRECT: _____ INDIRECT: _____

POSITION FUNCTION

Participates in fire suppression, prevention, and rescue activities in protecting life, property and the environment, and to provide emergency medical treatment response to medical emergencies.

JOB RESPONSIBILITIES

Drives various pumpers, aerial and rescue fire apparatus, EMS vehicles to emergencies and properly position and operate vehicles at the scene.

Responds to various types of emergencies including fires and fire alarms, accidents, medical emergencies, water rescue, hazardous materials spills and releases, and natural and technological disasters.

Maintain patient confidentiality and protects medical records from unauthorized disclosure.

Operates a variety of tools and equipment related to fire suppression, rescue, hazardous materials and EMS emergency activities.

Serves as a hose operator in firefighting situations including laying hose lines, pulling working lines, holding the nozzle to direct the stream of water on the fire.

Inspects commercial, residential and other occupancies for fire hazards and compliance with fire prevention codes and ordinances and for emergency pre-planning.

Conduct fire prevention inspection and education programs.

Prepare reports with respect to work operations; maintain and update department maps, run cards and equipment records; receive and process reports from citizens; observe and report violations of laws and ordinances; clean and maintain station quarters.

Performs maintenance of facilities and equipment by cleaning, inspecting, repairing, and any other maintenance deemed necessary.

Performs checks and inventories of EMS and fire and rescue apparatus to insure that medical supplies, medications, instruments and equipment are present in proper quantities and in proper operating condition, including being within expiration dates as appropriate. Corrects and reports discrepancies. Restocks supplies, medications and equipment as needed to maintain proper operating levels.

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Employee is frequently required to stand, walk, grasp, handle or operate objects, tools or controls and reach with hands and arms; occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, talk or hear and smell, and lift and/or move up to 100 pounds. Vision abilities required include close vision, distance, peripheral, depth perception and the ability to adjust focus.

REQUIRED SKILL SETS

OCCUPATIONAL/TECHNICAL SKILL SET

Knowledge of principles and practices of modern firefighting & EMS techniques and equipment.

Knowledge of techniques of fire prevention to include inspection methods, fire hazards, and methods of eliminating hazardous conditions.

Knowledge of laws and ordinances which pertain to fire prevention and to the construction and occupancy of buildings.

Knowledge of principles and practices of fire safety and inspection.

Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.

Knowledge of street location and physical layout of the City.

ADMINISTRATIVE SKILL SET

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to research, compile and summarize a variety of informational and statistical data and materials.

Ability to define problems, collect data, establish facts and draw valid conclusions.

COGNITIVE SKILL SET

Ability to apply logical thinking under stressful conditions.

Ability to deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to understand and apply principles of emergency medical and first aid treatment.

Ability to use initiative and independent judgment.

Knowledge of recordkeeping, report preparation, filing methods, and records management techniques.

COMMUNICATIONS SKILL SET

Ability to communicate clearly and effectively, both orally and in writing.

Ability to understand and follow oral and written directions promptly and accurately.

Ability to prepare clear and concise reports, correspondence and other written materials.

Ability to speak effectively before groups and to respond to questions.

INTERPERSONAL SKILL SET

Ability to use tact and discretion.

Ability to establish rapport with patient.

Ability to treat everyone with respect, kindness, patience and consideration. Delivers the best possible service to our customers through quick response, skillful performance and positive personal treatment.

LEADERSHIP SKILL SET

Ability to remain calm in an emergency situation.

Ability to analyze situations and to take effective courses of action.

Ability to function independently and without direct supervision.

DESCRIPTION OF WORKING CONDITIONS

Incumbent is exposed to hazards, including, but not limited to, toxic agents, smoke, bodily fluids, dust, fumes, heat, cold, noise, odors. Ability to work in confined spaces. Working conditions are typically quiet, but may be loud when at an emergency scene. Must be able to work varied shifts, hours and locations, including weekends and holidays.

EXPERIENCE, EDUCATION AND LICENSING REQUIREMENTS

High school graduate or GED; not less than 18 years of age; possession of a valid state driver's license; must possess Emergency Medical Technician Basic and Firefighter I Certification issued by the State of Ohio, must possess valid CPR certification. Must have any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Last Revised: 03/04/08

Contents Approved by:

City Manager

Date