

Ponce Inlet, FL

Classification Description

Classification Title: Firefighter/EMT
Department: Fire

Pay Grade: 7
FLSA Status: Non-exempt

General Description

The position serves as firefighter and EMT performing fire suppression duties and basic life support responsibilities. Reports to Firefighter EMT - Driver Engineer.

Nature of Work

The employee solves problems in situations where most problems have occurred before and their solutions are familiar; composes moderately complex documentation of a routine nature; answers questions with a brief response or provides standard information to citizens, visitors, callers, supervisors, or other employees. The employee has daily contact with other Department employees, employees in other organizations, and the public with weekly contact with other department employees. Planning and scheduling is limited with some planning of the employee's own activities required. Work involves following standardized procedures to complete assigned duties. Work is assigned by supervisor who provides general direction in following established practices and clear-cut policies. Errors in work are readily detected in normal course of work by standard check resulting in little or no difficult in loss of time to correct.

Essential Functions:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. 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, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Responds to emergencies with a fire company or rescue unit, performing fire fighting or emergency medical services, as required;
- Removes, extracts, and rescues persons from danger, recognizes acute symptoms, requiring immediate care, and administering emergency medical services to injured or afflicted persons;
- Operates hand fire extinguishers and similar equipment in extinguishing fires; raises and climbs ladders; works from aerial apparatus where applicable; ventilates burning buildings to remove smoke or gases;
- Performs salvage operations including throwing salvage covers, sweeping water, removing debris, and placing smoke ejectors;
- Conducts fire and safety presentations for public awareness and the education of the citizens;
- Makes daily inspections of apparatus and equipment and notifies supervisor or defects, performs cleaning and maintenance tasks in and about assigned station;

- Aids in the mitigation of other emergencies such as hurricanes, floods, and containment of wild land fires as directed by supervisor;
- Prepares pre-fire action plans or construction documents & Plan Review (according to the Florida State Fire College this skill is taught to complete the course for Fire Inspectors) Completes drawings of all the high rise condominiums & commercial buildings throughout the town. Gathering information as to the building layout, safety hazards, special considerations when or if an incident occurred there;
- Attends instruction sessions in firefighting methods, equipment operation, rescue procedures, hazardous materials mitigation, emergency medical training and related subjects;
- Provides Emergency Medical Services;
- Provide medical care while transporting patients to a receiving hospital;
- Completes reports as required. i.e., incident reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: The employee uses and operates a variety of office and computer equipment, and related software. The employee operates large and complex fire suppression vehicles and equipment, water pumping systems, reporting/dispatching computer programs, emergency medical related equipment, hazardous materials detection devices, hand tools including: saws, hammers, pike poles, bolt cutters, and forcible entry tools, and power tools, including: chainsaws, circular saws, extrication equipment, drills.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of firefighting skills, and the ability to apply this knowledge in meeting fire fighting responsibilities;
- Ability to perform duties as a basic life support provider, applying knowledge and skills learned to assist paramedics in their roles in advanced life support. Includes CPR skills to provide an open airway, and assist with breathing and checking for circulation to patients;
- Communication skills, both oral and in writing, to work with citizens in the community, other employees and supervisors, as well as complete required reports;
- Ability to perform a variety of non-emergency responsibilities, including operation and maintenance of apparatus, equipment, and facilities.

Minimum Qualifications: Specialized training beyond high school normally gained in a program of less than 18 months' duration, and more than one year experience. Must meet and maintain required certifications for position. Must possess and maintain a valid drivers' license.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The following describe the physical effort and/or risk required to do the job.

Work Position

Standing	(50%)
Walking	(App. 10%)
Sitting	(70% or More)

Body Movements

Lifting	(Over 60 lbs.)
Lifting frequency	(Very Frequent)
Bending	(Very Frequent)
Pushing and/or pulling loads	(Frequent)
Reaching over head	(Very Frequent)
Kneeling	(Very Frequent)
Crawling	(Very Frequent)
Climbing ladders	(Very Frequent)

The following describes the kinds of mental stress and visual effort that is required to do the job.

Typing/CRT	(Some)
Attention to detail	(Some)
Monitoring equipment	(Frequent)
Detailed inspection	(Frequent)
Transcription/proofreading	(Some)
Adverse conditions exposure to	
temperature extremes	(Some)
dangerous equipment	(Frequent)
chemicals	(Some)
noise	(Some)
noxious odors/fumes	(None)
Other physical effort/risk	
Information	
exposure to fire	(Some)
exposure to bodily fluids	(Some)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee Date

Approved: _____
Supervisor Date