

# JOB DESCRIPTION: Firefighter/EMT-Basic

CLASS NO. 239

PAY GRADE: B

FLSA: Non-Exempt

JOB FAMILY: Public Safety

JOB TITLE: Firefighter / EMT-Basic

## OBJECTIVE

To provide emergency fire fighting, rescue and basic level medical care to residents of the community.

## ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Fire Department Chain of Command including but not limited to the Fire Chief, Fire Captain, Fire Lieutenant; Fire Marshal (during company inspections, fire investigations and/or public education activities)
2. Directs: This is a non-supervisory position.
3. Has frequent contact with other emergency response agencies, other departmental employees, and the general public.

## GENERAL STATEMENT OF DUTIES

Responds to emergency fire, rescue and medical incidents; provides support functions, including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical emergencies, trauma emergencies and inter facility transports. Plans, organizes, directs and controls fire/rescue and medical service functions within applicable laws, codes, rules and regulations.

## EXAMPLES OF WORK

1. Provides fire suppression, rescue and emergency medical services for the city;
2. Acts as a first responder to all types of emergency situations
3. May from time to time be assigned primary duties as an emergency medical technician basic on 911 or transport ambulance;
4. Responds to all rescue calls;
5. Ensures that equipment is fully prepared and functional at all times;
6. Performs general maintenance and upkeep of apparatus, equipment and fire station;
7. Performs and documents required equipment inspections as assigned;
8. Participates in preventative maintenance on fire apparatus, and station maintenance;
9. Participates in pre-fire planning, fire prevention inspections, fire prevention and fire safety education
10. Prepares various reports and other documents;
11. Performs such other related duties as may be assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge of:* emergency medical care to the basic level, fire suppression and rescue practices, fire prevention, principles, methods, and practices; local codes related to emergencies; state statutes, city ordinances, and criminal law; and standard office practices and procedures.

*Skill/Ability to:* perform fire suppression and rescue activities, pre-hospital emergency medical care to the basic level of certification, operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships with co-workers and the general public; develop, organize, motivate, and effectively utilize staff; communicate effectively, both orally and in writing; read and interpret manuals, policies, and other documents; and operate fire suppression equipment, operate medical equipment.

## ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent; prefer a minimum of one year experience as an EMT Basic and one year experience as a Firefighter or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

### CERTIFICATES AND LICENSES REQUIRED

1. Texas Commission on Fire Protection (TCFP) or International Fire Service Accreditation Congress (IFSAC) certified Structural Firefighter;
2. Texas Department of State Health Services (TDSHS) or as an EMT-B;
3. Completion of a FEMA certified National Incident Management (NIMS) course or equivalent
4. Valid Class B Exempt Texas commercial drivers license (CDL)

### WORKING ENVIRONMENT

Frequency Codes: F – Frequently O – Occasionally R – Rarely

Time Pressure	O
Noisy/Distracting Environment	F
Irregular Schedule / Overtime	O
Danger / Physically Challenging	F
Extreme Temperature	F
Caustic Substances	O
Physical Hazards	O
Respiratory Hazards	O
Limited Visibility	O

Emergency Situations	F
Tedious Exacting Work	R
Performing Multiple Tasks	O
Frequent Change in Task	F
Humidity	F
Noise	O
Vibrations	O
Work Closely as Part of a Team	F
Heights	O

### PHYSICAL DEMANDS

Employee is required to stand, sit, walk, talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands or arms. Required to climb or balance; stoop, kneel, crouch, crawl; and taste and smell. Must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.