

AS/FIREFIGHTER/EMT JOB DESCRIPTION

ADOPTED:

REVISED:

GENERAL STATEMENT OF DUTIES

An Administrative Support person provides support for the administration of the Fire District. As a Firefighter/EMT performs a wide variety of functions and provides services in various program areas including, but not limited to, fire prevention, fire suppression, emergency medical services and training.

SUPERVISION RECEIVED

As Administrative Support works under the direction of the Administrative Assistant. As a Firefighter/EMT works under the direction of the Fire Chief or under the supervision of the officer the position is assigned to.

SUPERVISION EXERCISED

Supervision is not a normal responsibility of the AS/Firefighter/EMT. However, in the absence of an officer, when qualified, may temporarily work out of classification to direct the activities of other firefighters in the performance of their duties. May act as a supervisor in the command structure at incidents.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Provides administrative support for the Fire District; encourages cooperation within the District and demonstrates creativity and innovation in the work setting. Assist the staff in clerical functions, answering phones, and responding to inquiries from the public. Work with the public, district personnel and other fire protection agencies in a courteous and cooperative manner, assist with the production of articles, forms, reports, spreadsheets, annual report, newsletters, and manuals as needed.

Respond on emergency and non-emergency calls for service and perform appropriate duties as assigned; attend training sessions including online training; perform equipment and facility checks; provide equipment and facility maintenance; work with the public; may drive and operate fire apparatus, if authorized to do so; may work with specialized rescue teams; works within the Incident Command System on emergency scenes; communicate verbally and in writing with others.

POSITION QUALIFICATION REQUIREMENTS

Applicants must be 21 years of age and have a valid and insurable driver's license. Applicants must pass an interview process, background checks and drug screening. Members must be compatible with the organizational culture and climate of the Jefferson Fire District.

EDUCATION AND EXPERIENCE

Knowledge and skills related to managing an office and providing administrative support for remaining staff. Must have the ability to use various computer systems, software programs e.g., Microsoft 365, QuickBooks and the ability to access the Internet. The ability to possess effective listening, oral and written communication skills. The ability to effectively work with others and to function as a team member. The ability to take directions, follow instructions, work alone, and use independent judgment and the ability to develop solutions to problems and to seek advice as appropriate.

AS/FIREFIGHTER/EMT JOB DESCRIPTION

The ability to learn new concepts and acquire skills rapidly. Ability to perform effectively in extreme situations and under a variety of circumstances. Ability to understand and follow oral and written instructions. Ability to maintain composure and act rationally under emergency conditions. Ability to work effectively with the public, fellow members and to project a positive image of the organization. Ability to communicate effectively orally and in writing. Physical strength and ability to sufficiently perform the work required of the position.

REQUIRED CERTIFICATIONS

1. NFPA Firefighter II
2. Emergency Medical Technician (EMT)
3. NFPA Apparatus Operator with a Pump
4. Hazmat Awareness and Operations
5. ICS 100, 200, IS 700 and IS 800
6. CPR/AED certified
7. Wildland S-130/ S-190

DESIRABLE CERTIFICATIONS

1. Instructor I
2. ICS 300 and 400

PHYSICAL JOB REQUIREMENTS

Lift, drag or carry items up to and including a human being; work in protective clothing in temperatures in excess of ambient temperature or below 32 degrees F; perform clerical work, including prolonged sitting or standing; work under mental or physical stress; drive apparatus, including trucks, vans and cars; climb ladders; work in areas where good balance is required; work in confined spaces and/or wear self-contained breathing apparatus; crawl on hands and knees; perform medical aid duties; work in close proximity to others; perform house cleaning duties; perform repair and maintenance on facilities and equipment including apparatus; attend classroom and outside training sessions; make public presentations to all age groups.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.