

**EAST FORK FIRE PROTECTION DISTRICT  
JOB DESCRIPTION**



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<b>JOB TITLE:</b>	Firefighter/EMT Basic	<b>FLSA:</b> Non-Exempt
<b>DIVISION:</b>	Operations	
<b>REPORTS TO:</b>	Captain	<b>DATE:</b> July 12, 2019

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**POSITION SUMMARY:**

Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

**ESSENTIAL FUNCTIONS:**

- Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed. Performs intermediate life support services, medical procedures, and administers medications as approved by the medical director; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while in route per protocol and timely completes all paperwork.
- Responds to fire emergencies; operates engine, pumps, and fire-fighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for written incident report; participates in the practice of cross staffing apparatus as necessary.
- Maintains equipment, apparatus, and fire station facility; ensures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies and direction.
- Responds to hazardous material emergencies; identifies potential hazardous material situations and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.
- Performs rescue efforts; determines tactics to use and ensures the safety of all rescue personnel and observers. Participates in search parties, enters hazardous environments, and administers appropriate techniques to accomplish rescue.
- Maintains equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.
- Participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory training classes on specialized technique such as CPR, EMT re-certification, hazardous materials incidents, and infection control;

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- attends training sessions on-site at the fire station and at other institutions; participates in practice drills and physical fitness activities.
- Assists in District fire prevention and public information activities.
  - Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**

High School diploma.

**Required Knowledge and Skills**

Knowledge of:

- Fire-fighting and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Arithmetic computations and formulas.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- District Policy and Procedures.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Learning and mastering a variety of fire-fighting duties, methods and techniques.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class B driver's license with an "F" endorsement. Within 12 months of employment Nevada Class C required at time of application
- Ambulance Attendant license within six (6) months of date of employment.
- EMT (National Registry or State of Nevada)

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

**CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_