



Butler Township Position Description

POSITION TITLE:

Firefighter/Paramedic – Full-time

DEPARTMENT:

Fire

EMPLOYMENT CLASSIFICATION:

Non-Exempt

SUPERVISOR/MANAGER:

Captain, Lieutenant

DATE:

June 18, 2012

REVISION DATE:

August 12, 2021

BASIC FUNCTION OF THE POSITION:

Under direction, perform fire suppression/fire prevention duties; assess and treat acutely ill and injured; perform rescue procedures, operate emergency fire apparatus and emergency medical equipment; perform fire inspections and prevention programs; participate in Fire/EMS training and station and equipment maintenance.

All functions of this position must be performed competently without resulting in health or safety risks to the employee or others. In no instance should the duties, responsibilities, and requirements delineated in this position description be interpreted as all-inclusive. Additional essential and non-essential functions, duties, responsibilities and requirements may be added or assigned as deemed appropriate by the employee's supervisor.

ESSENTIAL FUNCTIONS OF THE POSITION: Constitute the major responsibilities for anyone serving in this capacity.

- Report to work as assigned on a 24 hours/off 48 hours shift schedule
- Perform fire suppression duties; deploy fire hose for suppression and water supply; enter fire building to locate and extinguish fire; search for and rescue fire victims
- Perform salvage operations; raise and place ladder to preserve property; overhaul fire scene to prevent rekindle
- Assist in determining origin and cause of fire; preserve fire scene for investigation
- Operate and maintain fire and EMS apparatus including pumps, ambulances, and other vehicles
- Perform fire prevention inspections and pre-fire plans on commercial/public facilities; participate in fire prevention educational programs; participate in on-going continuing education programs
- Perform emergency medical duties; evaluate sick and injured persons; perform basic and advanced pre-hospital care; operate technical medical monitoring equipment; stabilize and lift patients, calculate drug dosages as allowed; complete evaluation and treatment forms

ADDITIONAL FUNCTIONS/RESPONSIBILITIES:

- Perform equipment inspections and preventive maintenance on vehicles, equipment and facilities; complete minor repairs to equipment, vehicles, and facilities
- May be required to assist in or conduct public education programs in Fire or EMS related subjects and complete records and reports
- Participate in Company-level fire safety inspections
- Stay abreast of current trends and knowledge in relevant fields
- Perform other job-related duties and activities as needed
- Travel, as requested

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- High School Diploma or equivalent
- Seek outside educational opportunities; must maintain required continuing education as required to maintain current level of certification(s)
- Current State of Ohio: Paramedic certification, Level II Firefighter Certification; also Hazardous Material Operation certificate, NIMS certification, current certification in; CPR, and EMS Local Operating Protocol; valid Driver's License
- Fire Safety Inspector required within one year of appointment;
- Thorough knowledge of rules and regulations of the department and other authorities
- Must maintain required departmental continuous educational requirements
- Ability to become knowledgeable of geography of the Township; locations and status of water supply systems, and fire protection systems
- Succinct communication skills, both verbal and written
- General knowledge of computers and various software packages

BEHAVIOR TRAITS:

- Ability to maintain confidentiality of business matters
- Ability to use independent judgment
- Ability to work as part of a team and build professional relationships with staff, colleagues, co-workers, elected officials, community leaders, and citizens
- Ability to work with minimal supervision
- Ability to exhibit emotional stability and courage in performing potentially dangerous duties under stress; must be of good moral character with ability to distinguish and disseminate sensitive information
- Ability to absorb information quickly and perform duties in a timely and accurate fashion
- Ability to handle multiple priorities and respond to multiple customers (internal and external)
- Ability to shift attention quickly and accurately from one matter to another

SCOPE OF DAILY CONTACTS:

Fire Department Chief and Staff, Township Administrator and Staff, Elected Officials, Outside Agencies/Vendors, External Customers/Citizens

DIRECT REPORTS:

Lieutenant, Captain, Chief Officers

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of citizens or employees of organization.

COMMUNICATION SKILLS:

The communication skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Orally Converse: Continuous
- Written: Continuous
- Hearing: Continuous

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meets entry level physical requirements as pertaining to health as required by current requirements
- The employee is continuously required to use hands to finger, handle, or feel
- The employee frequently is required to stand and reach with hands and arms
- The employee is occasionally to frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must regularly lift and/or move more than 100 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and ability to adjust focus

- Ability to work under stress and deal with mental demands of the job

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration

EXPOSURE TO BLOOD AND/OR BODILY FLUIDS: Likely

- Must be free of any communicable disease while in a contagious stage

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference checks; job related tests may be required
- Physical ability test may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

In accordance with the Americans with Disabilities Act and Ohio law, Butler Township provides reasonable accommodations to qualified disabled individuals to enable them to perform the essential functions of their job. However, no accommodation will be made which may result in serious health or safety risks to the employee or others or undue hardship on the Township.

Butler Township reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Township's rights in any manner or to create a contract of any kind.

Approval: _____
Supervisor Signature Date

Approval: _____
Employee Signature Date