



Resolution:

Job Title: Firefighter and or Firefighter Paramedic

Department/Division: Fire/Operations

Reports To: Fire Lieutenant/Fire Captain

Direct Reports: None

Salary Class/Salary Grade: Classified/Grade 18FF Grade 19FF (paramedic)

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is to prepare for and respond to fire, rescue, and disaster calls in order to protect life and property.

ESSENTIAL JOB DUTIES:

1. Responds to emergency calls involving fires, medical, hazardous materials, vehicle accidents, and emergency situations.
2. Provides or assists with emergency medical care as a first responder, E.M.T, or paramedic, as licensed/certified.
3. Assists in fire suppression activities including fire combat, containment, and extinguishment of fires; evacuates individuals; lays and connects water hoses; holds nozzles and water streams; operates pumps; raises and climbs ladders; uses forcible entry; takes necessary safety precautions.
4. Performs search and rescue operations including, but not limited to, extrication of individuals from structures or vehicles, search for possible drowning victims, and/or search and rescue of fallen victims in high angle rescue situations.
5. Monitors and communicates effectively and coherently over radio channels; exchanges information with dispatchers, medical professionals, and other department employees.
6. Attends meetings, seminars, and training sessions to learn and practice firefighting and ems techniques and to promote improved performance.
7. Inspect fire apparatus and all equipment each shift and report any changes to the officer in charge; check inventory of supplies; perform routine maintenance and/or repairs on all vehicle, apparatus, and equipment as needed.
8. Participates in health-related fitness programs in accordance with National Fire Protection Association (NFPA) standards.
9. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

10. Tests and maintains fire hydrants.
11. Provides a variety of community outreach activities, including, but not limited to, promoting and teaching fire prevention and safety; conducting station tours; performing fire drills; testing and installing smoke detectors; and installing child car seats with proper certification.
12. Composes and prepares forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position.
13. Performs general housekeeping, cleaning, grounds maintenance, and station maintenance duties.
14. Coordinates activities with ambulances, hospitals, police department, other fire departments, and/or Water Board as needed; provides mutual assistance and aid to surrounding jurisdictions in emergency situations.
15. Assists in instructing/training employees in firefighting and emergency service best practices, current research, protocols, etc.; mentors new hires and firefighters as appropriate.
16. Serves on committees and special project teams as assigned.
17. At the direction of the Chief, may be assigned to administrative duty including the position of Executive Officer which performs duties related to purchasing, record-keeping, inventory of supplies, monitoring social media and public information activities, answering phones, etc.
18. Assumes the duties of Apparatus Operator as needed.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws and ordinances, particularly as they relate to firefighting and EMS activities.
- Knowledge of City of Alabaster rules, policies, and procedures
- Knowledge of Fire Department rules, policies and procedures
- Knowledge of firefighting practices and techniques including search and rescue operations
- Knowledge of emergency medical techniques and protocols
- Knowledge of City geography and ability to navigate streets within the city limits
- Skill in the use and care of apparatus, pumps, hoses, radios and other fire equipment
- Skill in providing proper first aid and medical treatment
- Ability to follow verbal and written instructions
- Ability to work on a team
- Ability to maintain composure in stressful situations
- Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken
- Ability to maintain confidential information
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public
- Ability to work a rotating 24-hour shift including weekends and holidays
- Ability to perform strenuous physical work for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke

MINIMUM QUALIFICATIONS:

- A. Minimum age 18; High School Diploma or GED; and certification as a Firefighter I/II by the Alabama Fire College and Personnel Standards Commission and an active EMT-Basic license from the Alabama Department of Public Health is required. Must possess and maintain a valid Alabama Driver's License.

Must obtain and maintain an Alabama Department of Public Health Office of EMS Emergency Medical Technician - Paramedic license within three years of employment.

OR

- B. Minimum age 18; High School Diploma or GED; an active EMT-Paramedic license from the Alabama Department of Public Health, a current Candidate Physical Ability Test (CPAT) certificate that is valid for a period of not less than 6 months and maintained until completion of Firefighter I/II. Must possess and maintain a valid Alabama Driver's License.

Must obtain and maintain certification as a Firefighter I/II by the Alabama Fire College and Personnel Standards Commission within one year of employment.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent sitting, standing, walking, reaching with hands and arms, talking, hearing, smelling; occasional running, climbing or balancing, stooping, kneeling, crouching, and crawling.

This position requires lifting:

Up to 25 pounds frequently; up to 50 pounds occasionally; up to 100 pounds occasionally.

This position has the following special vision requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electric shock and vibration, and loud noise.

certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date