

**Position No:**

**Pay Range:**

**Date: December 26, 2001**

## **POSITION DESCRIPTION**

### **CITY OF CONCORDIA**

**POSITION TITLE:** Reserve EMT/Firefighter

**POSITION REPORTS TO:** Lead Reserve Firefighter, Reserve Captain, Captain, Fulltime Firefighter, Lead Fulltime Firefighter, Deputy Fire Chief and Fire Chief.

**PURPOSE OF THE POSITION:** Under supervision, the Reserve EMT/Firefighter performs specialized work in providing life saving services (EMS), fire prevention and suppression, as well as operating and maintaining fire department equipment and apparatus. EMT duties include responding with the ambulance to emergency calls. Duties follow prescribed policies and procedures, but independent judgment maybe required in certain circumstances.

### **JOB FUNCTIONS**

#### **Essential Functions**

1. Respond to ambulance calls and fire alarms.
2. Make forcible entry into buildings when necessary.
3. Assist in rescue operations involving vehicle accidents and implements correct medical procedures to the sick and injured.
4. Combat fires.
5. Drive and operate vehicles.
6. Operate a variety of hand tools and equipment including power saws, hydraulic equipment, generators, fans, ladders, etc.
7. Perform maintenance work in the upkeep of station equipment, facilities and vehicles.
8. Assist in inspections, prevention and public education activities.
9. Complete appropriate records and reports.
10. Attend drills and classes for emergency medical services and firefighters.
11. Promote a professional image to co-workers and the public.
12. Required to work twelve voluntary hours with on shift crew.

**NOTE: Physical examination and drug screening tests will follow all conditional offers of employment.**

### **Other Functions**

1. Perform other duties as deemed necessary or as required.

### **JOB QUALIFICATIONS**

- The ability to use logical thinking to solve problems.
- Expected to have acquired the necessary information and skills to perform the job reasonably well after twelve (12) months in the position.
- Ability to deal with the public in a tactful and friendly manner on telephone and/or in person.
- Ability to maintain confidentiality.
- Thorough knowledge of EMS methods and techniques.
- Knowledge of fire suppression methods, rescue techniques and hazardous materials.
- Some knowledge of codes and building construction necessary.
- Good oral, written and interpersonal skills.
- Determine strategies to accomplish rescue and EMS tasks, fire suppression and rescue.
- Knowledge and operation of AED and a radio system.
- Ability to handle death and destruction in a professional manner.

### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

- Equivalent of a high school education.
- Kansas certified First Responder or Emergency Medical Technician.
- Obtain Kansas Emergency Medical Technician certification within one year of employment.
- Possess a valid Kansas Drivers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.
- Obtain a Kansas State Firefighter I/ II within two years of employment.

### **EQUIPMENT USED**

#### **Fire Equipment:**

Fire truck	Fan
Ax	Air bag
Pike pole	Generator
Hose	Nozzle
Pump	Chain saw
Rope	Ladder

#### **EMS Equipment:**

Ambulance
Splints
Sphygmomanometer
Cot
Stethoscope
Vacuum pump

#### **Station Equipment:**

Base radio
Vacuum cleaner
Adding machine
Computer
Typewriter
Copy machine

Shovel	Airways	Wrenches
Cribbing	Immobilization device	Electric drill
Flashlight	Oxygen regulator	Telephone
Power Hydraulic Equipment		

### **PHYSICAL DEMANDS**

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

- Experience all levels of stress.
- Hand eye coordination is necessary to operate required equipment.
- Frequent use of hands and fingers to operate vehicles, tools, and other equipment. Also, reach with hands and arms.
- Often required to climb, balance, stoop, crawl, kneel and crouch.
- Required to communicate vocally and be able to hear.
- Visually accept stamina that includes close vision, distance vision, color vision, peripheral vision and depth perception.
- Exposure to hazardous materials.
- Frequently requires physical exertion to manually move, lift, carry, push 125 lb. objects and may be required on extreme basis to manually move up to 200 lb. objects.
- Exposure to toxic fumes and life threatening and hazardous situations.
- Ability to ascend and descent ladders.
- Ability to maintain body equilibrium to prevent falling.
- Requires the ability to successfully pass a physical fitness test.

### **ENVIRONMENTAL DEMANDS**

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

- Exposure to bloodborne pathogens.
- Work under florescent light and direct sunlight.
- Work in hot and humid places.
- Work in dark and confined spaces.
- Work in extremely cold areas.
- Work in wet and muddy conditions.
- Work in extreme climatic conditions.
- Exposure to hazardous materials.

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- Exposure to all levels of electricity.
- Exposure to smoke, toxic gases and conditions.
- Exposure to high levels of noise.
- Work in protective clothing and equipment.