

**HAINES BOROUGH
POSITION DESCRIPTION
EMT-Firefighter
Fire Department**

SUMMARY:

This position is under the immediate supervision of the Fire Chief. Position is mainly responsible for functioning as a responding firefighter and EMT when the need arises and for maintenance of the records, facilities, inventory, tools and equipment of the Department and public education on fire prevention and safety. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Maintain and test fire department equipment, buildings, ambulance, fire apparatus, and tools.
2. Respond to ambulance, fire and medical emergency calls while on duty.
3. Maintain the infection control program and its records.
4. Ensure readiness of all emergency equipment and tools.
5. Work with the officers to ensure safe tactics and operations.
6. Assist with the training of department personnel.
7. Maintain an inventory of medical supplies and fire supplies.
8. Maintain the records and files of the department, including training and meeting records, purchase order preparation, apparatus records and equipment records.
9. Work with the department in meeting all goals and duties as requested by the fire department.
10. Do fire prevention and safety work within the community, including in the schools.
11. Perform other duties as assigned by the Fire Chief.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The EMT-Firefighter must have knowledge of the rules and regulations of the department and the state statutes pertaining to the fire department and EMS service. Must have knowledge of fire and ambulance equipment, EMS tactics, procedures and responsibilities, radio operations, basic fire fighting practices, and teaching methods/strategies.

Knowledge and Abilities ---continued---

2. Must have the ability to think quickly and clearly during emergencies and be able to learn the operating procedures of the department.
3. Must function with a high degree of independence, follow oral and written instructions, work cooperatively with others and be able to operate ambulance and fire apparatus.
4. Must be in good physical health and be able to pass a physical exam.
5. Must be able to work a 40-hour week.
6. Ability to read, analyze, and interpret general business periodicals or government regulations.
7. Ability to write reports, business correspondence, and department plans or procedures.
8. Ability to effectively present information and respond to questions from groups, clients, customers, and the general public.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EMPLOYMENT STANDARDS:

1. Must be a certified Alaska ETT, be able to be certified as an Alaska EMT I within six months of the date of hire, and become certified and maintain a State of Alaska EMT II certification within two years of the date of hire.
2. Must be a certified FF1 within 3 years.
3. Must have a High school diploma or general education degree (GED).
4. Must be able to operate computer word processing programs.
5. Must meet the qualifications of an engineer on the HVFD Engine Company.
6. Prior to employment, an extensive background investigation with criminal record checks will be required.

WORK CONDITIONS & ENVIRONMENT:

1. While performing the duties of this job, the employee is regularly required to sit; use hands to handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance or crouch. The employee frequently will be required to move about to coordinate work. Stair climbing is required on a regular basis.
2. The employee must regularly lift and/or move up to fifty pounds and occasionally lift and/or move up to one hundred pounds. The employee must have clear close, distance and color vision with or without visual aids.
3. The employee is required to operate the motor vehicles of the HVFD.
4. The noise level in the work environment is often high. The employee is required to work in the out of doors on a regular basis in all types of weather conditions.