

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 responding to all emergency calls and situations with firefighting and emergency medical services while on duty, as well as maintaining department facilities, inventories, equipment and apparatus. 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. Respond to ambulance, fire and medical emergency calls while on duty.
2. Perform daily building and ground maintenance to ensure that department facilities maintain a clean and orderly environment.
3. Assume a designated position on an assigned apparatus; follow command structure instructions for fire suppression or a related emergency service, including following orders given by Department Incident Command as established by the department on scene or any location during emergency response activities; and drive apparatus to the location of an emergency using the fastest route in the safest manner possible.
4. Transport patients for further examination and handle and transport deceased patients and/or remains.
5. Assist with the training of department personnel and assist with, or lead, CPR and First Aid classes for community or department members.
6. Maintain the records and files of the department, including attendance records, purchase order preparation, apparatus records and equipment records.
7. Do fire prevention, education and safety work within the community, including in schools.
8. Attend meetings, conferences, workshops, and training sessions and review publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work areas.
9. Participate in classes to increase and maintain skills, including emergency medical technology, firefighting, fire support, airport emergencies, boat fires, hazardous materials, search and rescue, dive rescue, pre-fire plans, incident commands, and other related areas.
10. Keeps Fire Chief and other designated Department Command Staff fully and accurately informed of work progress to maintain a constructive and productive working relationship with volunteer work force.

KNOWLEDGE AND ABILITIES:

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

1. Thorough knowledge of the geography of the Haines Borough (or the ability to quickly learn this information), including hydrant locations, the layout and location of public utilities, and potentially hazardous materials and substances.

2. Good knowledge of current fire suppression and firefighting techniques; fire extinguisher evaluation and maintenance; fire records systems, fire computer applications and fire reporting procedures; the principles and practices involved in emergency medical services; safety practices involved in fire suppression and firefighting; 911 and related communications systems; and basic vehicle and equipment maintenance.
3. Must communicate well with others, both orally and in writing, using both technical and non-technical language; understand and follow oral and/or written policies, procedures and instructions; and prepare and present accurate and reliable reports containing findings and recommendations.
4. Must work flexible shifts if required.
5. Ability to work under extremely stressful situations that result from responding to emergency situations, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property, and to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
6. Ability to add, subtract, multiply, divide, derive percentages and operate a personal computer using standard or customized software applications.
7. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

EMPLOYMENT STANDARDS:

1. State of Alaska EMT-1 certification, be able to be certified as an EMT-2 within 24 months and ability to maintain certification on an ongoing basis.
2. Must have a high school diploma or general education diploma (GED).
3. Possession of a driver's license issued by the State of Alaska.
4. State of Alaska or IFSAC Firefighter 1 (FF1) certification (preferred).
5. Wilderness Medical Associates certification as a WEMT (preferred).
6. One year related firefighting/emergency medical experience; or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

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.