

# Cecil Township

DEPARTMENT OF FIRE AND EMERGENCY SERVICES

**JOB DESCRIPTION:**

**TITLE: FIREFIGHTER/EMT**

**GENERAL DESCRIPTION:**

Under close supervision of the Fire Chief, a firefighter is responsible for combating and extinguishing fires, maintaining fire equipment and apparatus, responding to and providing first aid and/or basic life support, and maintaining quarters. Work may be performed under situations extremely hazardous to personal health and safety. Work is reviewed through daily observation, accomplishment of daily and special tasks, and through results obtained.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Firefighting – combat a variety of types of fires such as brush, structural, automobile, oil, chemical, gas, vehicle, and rope rescue using a variety of firefighting equipment and tools such as hose and nozzle, ax, pry bars, hand fire extinguisher and Self-Contained Breathing Apparatus (SCBA).

Routine and periodic maintenance – Daily apparatus checks, preventative maintenance on equipment, check hoses, check personal equipment. Perform routine housekeeping and maintenance of fire station.

Training – attend and participate in training exercises that may include simulated fire combat situations; ladder exercise; preplanning; and familiarization with new or existing equipment and techniques.

Medical – respond to emergency calls, provide routine first aid as required and provide basic life support until arrival of advanced life support technicians and equipment.

Inspections – perform fire and sprinkler inspections.

Public Education – performs fire prevention activities and conduct educational fire safety projects.

Additional duties – additional duties may be assigned such as dispatching, assisting with routine maintenance and repair of apparatus, equipment or station facilities.

Respond and operate fire apparatus on emergency calls.

**ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:**

Answer telephone inquiries concerning fire prevention and suppression articles.

Receive equipment shipments, field station visitors, and maintain inventory control measures.

Assist Chief in the preparation of pre-fire plans, hydrant and street indexes, and fire prevention education demonstrations.

In Chief's absence, perform basic fire prevention functions, respond to complaints, and address code requirements.

Prepare incident disposition forms, obtaining all pertinent incident information.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Background Check:**

Firefighters must pass all criminal and child abuse background check clearances.

#### **Medical & Physical Clearances:**

Firefighters must pass a medical occupational physical.

Firefighters must pass a physical capacity test.

#### **Education/Experience:**

High School diploma or general education degree (GED).

Experience with SCBA, ground ladders, general ladders, fire apparatus, fire pumps, smoke detectors, sprinkler systems, medical supplies, command post functions, power lair tools and HRT rescue tools.

#### **Testing:**

Receive a passing score on both a written and physical ability examination required by the Township.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Ability to express oneself clearly and concisely both orally and in written reports.

#### **Mathematical Skills:**

Ability to work with mathematical concepts, such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**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.

**Certificates, registrations, Licenses:**

Possess a valid Pennsylvania driver's License upon hiring. It will be required that the employee will obtain minimum Class-B Commercial Driver's License with air brake and tanker endorsements. Employee can be hired with the understanding they have 6 months from hire date to obtain a CDL License with required endorsements. If the employee is unsuccessful in obtaining this license they can be terminated.

Possess a valid EMT-Basic Certification. (*Advanced EMT, Paramedic and PHRN exceed the EMT-B*)

Possess a Pennsylvania Firefighter 1 Certification.

**Other Skills and Abilities:**

Knowledge of basic firefighting techniques.

Knowledge of the principles and practices of modern firefighting techniques.

Knowledge of township streets, hydrants, and building locations.

Ability to deal effectively with citizens affected by emergency circumstances.

Ability to operate fire apparatus safely and effectively to and from the scene of an emergency.

Skill in the use of basic firefighting and emergency medical treatment and techniques.

Ability to identify hazardous materials placards and information, and basic on-scene reports.

Maintain working knowledge of mechanical devices such as extinguisher, sprinkler system, and smoke detection units.

Ability to conduct fire prevention/education programs.

Ability to work effectively with volunteer firefighters at station and at emergency scenes.

Ability to accomplish fire department agility test in allotted time frame.

Ability to work independently in research and other assigned tasks.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Tasks may require heavy lifting, pushing, pulling, or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and operations.

## **WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The location of work performed by the employee is varied and is based on the conditions of emergency situations; thus, the work is performed whenever and wherever the situation they calls for. The employee is frequently exposed to wet/humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders, stairways, rooftops, and other various locations, and in potentially hazardous locations and in all types of weather.

Daily reporting location is fire station #2 located on Muse Bishop Road.

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I have reviewed the job description for Firefighter/EMT and meet the general qualifications for the position of Firefighter/EMT and believe:

- I can fully perform all duties and skills/ability without reasonable accommodations.
- I can fully perform all duties and skills/abilities, but only with the following reasonable accommodations for the duties specified.

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- I can not fully perform all duties and skills/abilities even with reasonable accommodations.

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Date

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Signature