

# APPENDIX H

## SAMPLE FIREFIGHTER/EMT POSITION DESCRIPTION

### Firefighter/EMT Position Description

#### Nature and Scope

The firefighter/emergency medical technician (FF/EMT), as a fire district employee for the [Department Name], shall be able to perform all aspects of fire and EMS activities and operations of incidents.

The FF/EMT shall report to the fire chief, assistant fire chief, and the deputy fire chief and shall perform his/her duties under the deputy fire chief's general direction. In addition, the FF/EMT shall assume responsibility for the duties delegated to him/her by ordinances and/or policies and guidelines of the fire district.

Under general direction of the fire chief, assistant fire chief, and the deputy fire chief, the FF/EMT assists in the functions related to any of the following disciplines: fire suppression, emergency medical services, hazardous materials, fire prevention, training, and special projects or programs assigned.

The FF/EMT acts on behalf of the fire chief, assistant fire chief, and the deputy fire chief as required in supporting the overall objectives of the fire district and maintaining confidentiality of privileged information.

#### Supervision Received/Exercised

Guidance and direction will be provided by the fire chief, assistant fire chief, and the deputy fire chief. The FF/EMT exercises supervision of fire district personnel when assuming responsibilities of command on incidents.

#### Essential Duties and Responsibilities

The FF/EMT represents the fire district at various meetings including fire and county board meetings, county and state committees, community groups, and others.

The FF/EMT shall be able to perform the essential duties and possess the skills and qualifications of a firefighter's and EMT's job.

In addition, the duties and responsibilities of the position of the FF/EMT shall include, but are not limited to, the following:

- May assume command as the incident commander under the National Incident Management System and Incident Command System;
- Assist in developing short and long term objectives designed to protect life and property within the community;
- Provide monthly reports to the assistant fire chief and deputy fire chief regarding the fire operation activities and prepare a variety of other reports as appropriate, including the quarterly and annual report of activities;
- Attend meetings and training sessions both locally and outside the area to maintain and/or enhance knowledge, skills, techniques, management, or methodologies on all areas of fire operations and activities;
- Enforce the policies, guidelines, rules, and regulations of the fire district;
- Assist in the determination of origin and cause for all fires;
- Respond to alarms and may direct activities at the scene of major incidents; and
- Maintain a proactive working relationship with other county agencies, other fire and EMS agencies, and state committees to ensure the fire district is a leader in the fire and emergency medical services.

#### Required Knowledge, Skills, and Abilities

##### Knowledge

The FF/EMT shall have knowledge of the following:

- Geography of service area and surrounding areas, including hydrant locations, public utilities, and potentially hazardous occupancies;
- The Incident Command System;

- Current fire suppression and firefighting techniques, strategies and tactics, and safety practices involved in the fire suppression and all EMS and rescue operations;
- The principles and practices of effective supervision as it applies to the fire service; and
- Other agency operations and protocols.

**Skills**

The FF/EMT shall:

- Be skilled in performing firefighting/EMS duties and use of all equipment;
- Be skilled in performing basic vehicle and equipment maintenance;
- Be skilled to deal effectively with district patrons at all levels, vendors, representatives from various organizations, and the general public;
- Be effective in analytical and problem solving, decision making, and negotiations skills;
- Maintain effective stress and time management skills; and
- Be skilled in computers to produce reports, store data, and do filing.

**Abilities**

The FF/EMT shall have the following abilities:

- Ability to secure and maintain in-house and state certifications in fire and EMS services;
- Ability to command firefighters and equipment in emergency situations;

- Ability to make determinations as the best course of action responding to emergency situations;
- Ability to stay calm when working under extremely stressful and chaotic situations;
- Ability to understand written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations regarding fire operations;
- Ability to set priorities both at the office and during emergency situations; and
- Ability to communicate well both orally and in writing.

**Qualifications**

The FF/EMT must meet the following prerequisites:

- Firefighter in-house/state certification;
- Nationally-registered emergency medical technician or higher;
- [State] registered emergency medical technician or higher;
- Vehicle extrication certification;
- Hazardous materials operations;
- National Incident Management System 700 certification;
- Incident Command System 100, 200, and 300 certifications;
- High school diploma or equivalent; and
- Possession of a valid [State] Class D driver’s license.

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The job description which appears above is intended to be sufficient merely to identify the position and be illustrative of the kinds of duties that may be assigned to the positions allocated and should not be interpreted to describe all duties that may be required of employees holding a position assigned to this job description.

I certify that I have read and understand the responsibilities assigned to this position.

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Volunteer/Employee Signature

Date

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Printed Name

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Approval: Commissioner

Effective Date

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Approval: Commissioner

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Approval: Commissioner