



CITY OF HIAWATHA, IOWA

Volunteer Firefighter EMT

DATE: Adopted 08/07, Revised 01/16

CLASSIFICATION:
Exempt

SALARY GROUP/GRADE:
N/A

DEPARTMENT:
Fire

JOB DESCRIPTION:

Summary/Objective

Responsible for the protection of life and property by performing fire fighting, fire prevention and education, emergency rescue, emergency medical aid and hazardous materials handling. Additional duties include maintaining fire equipment, apparatus and facilities.

SUPERVISION RECEIVED:

Works under the supervision of Acting Officers, and Lieutenants. Receives also receive support and direction as needed from the Captains and Chiefs.

SUPERVISION EXERCISED:

Supervises other firefighters only when functioning as an acting officer or lead EMT. May also be required to function as branch or division officer during emergency and non-emergency operations.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responds to calls for service.
2. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, handling hose, and performing fire combat, containment, and suppression task
3. Serves as a medical responder; recognizes symptoms and administers medical procedures appropriate to level of certification
4. Drives Fire and EMS vehicles, and transports the patients according to established regulations and policy.
5. Maintains fire and EMS equipment, apparatus and facilities, and performs minor repairs to departmental equipment.
6. Supervises fire/rescue/EMS crews during emergency and non-emergency operations in the absence of more ranking members.
7. Uses and operates department vehicles, computer, fax, copy machine, calculator, telephone, radio, all fire suppression equipment including: EKG monitors, department related EMS equipment, SCBA, forcible entry tools, salvage equipment, rescue equipment, T.I. camera, air monitoring equipment, cameras, breathing air systems, and fire apparatus.
8. Completes the required documentation including but not limited to patient reports, maintenance reports, and run reports as needed or required.

9. Performs general maintenance work in the upkeep of fire and EMS facilities and equipment; including but not limited to cleaning walls and floors, caring for grounds around station, making minor repairs, cleaning hose; washing, cleaning, and maintaining and testing apparatus, vehicles, and equipment.
10. Participates in outside fire training, attends regional classes in firefighting, emergency medical service, hazardous materials, confined space rescue, and other related subjects.
11. Interacts with other agencies and other city personnel as assigned.
12. Participate in departmental training programs including weekly department drills, duty crew drills, and special classes and seminars.
13. Attends extra training and officers meetings as required.
14. Participates in Duty Crew rotation.
15. Perform other duties as assigned.

QUALIFICATIONS (POSITION REQUIREMENTS ENTRY):

- Obtain Firefighter I Certification within first year.
- Possess and maintain a Hazardous Materials-Operations Level certification.
- Iowa EMT- Basic Certification preferred within first year.
- Possess current BCLS certification.
- Must be able to speak, read and write the English language
- Must meet the physical requirements for the position.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Working knowledge of fire suppression and prevention principles, procedures, techniques, and equipment.
- Working knowledge of first aid and emergency medical techniques consistent with EMS certification level
- Skill in the operation of firefighting and medical equipment.
- Ability to apply standard firefighting and emergency medical techniques to specific circumstances.
- Ability to exercise caution and follow safety procedures to prevent exposures and injuries.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

Possess and maintain a valid Driver's License issued by the State of Iowa and be insurable to operate city vehicles and equipment.

ESSENTIAL PHYSICAL ABILITIES:

Job Classification: Heavy to Very Heavy. See Appendix 1 for physical demand characteristics.

Employee may, in the course of their duties, be subjected to fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel. The Firefighter - Volunteer may be exposed to extreme temperatures, long hours, weekend, and holiday duties.

Employee may have to complete these tasks while wearing fire protective turnout and self-contained breathing apparatus.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Incumbent is expected to participate in duty crew rotation as assigned. The incumbent must regularly be available for call during their shift, which includes hours, evenings, nights, holidays, and weekends as scheduled.

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CLASS TITLE: Volunteer Firefighter EMT
APPENDIX 1 Physical Demand Characteristics

ACTIVITY	0% Never	>0-10% Rare >0-10 min/hour (1 - 10 /shift)	11% - 33% Occasional 11-20 min/hour (11 - 100/shift)	34% - 66% Frequent 21-40 min/hour 101 - 300/shift	67% - 100% Constant 41-60 min/hour 301+/shift
1. SIT				X	
2. WALK				X	
3. STAND (stationary)		X			
4. CLIMB Ladder		X			
CLIMB Stairs			X		
5. BALANCE		X			
6. FORWARD BEND		X			
7. KNEEL			X		
8. CROUCH			X		
9. SQUAT			X		
10. CRAWL			X		
11. TWIST			X		
12. REACH Forward					X
REACH Overhead				X	
13. SIMPLE GRASP					X
14. FIRM GRASP				X	
15. PINCH			X		
16. DEXTERITY				X	
17. COMPUTER WORK			X		
18. WRIST MOTION					X
19. BOTH HAND USE					X
20. BOTH LEG USE					X
21. HEARING					X

ACTIVITY	0% Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
22. VISION					X
DEPTH/COLOR					X
23. INSIDE WORK				X	
24. OUTSIDE WORK			X		
25. HEAT EXPOSURE				X	
26. COLD EXPOSURE				X	
27. VIBRATION EXP.			X		
28. OPERATE MV				X	
29. OTHER EQUIPMENT			X		
EQUIPMENT: Cot, truck panels, saws, respiratory protection, monitor					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.					X
11 - 15 lbs.				X	
16 - 25 lbs.				X	
26 - 35 lbs.		X			
36 – 50 lbs.		X			
51 – 75 lbs.			X		
76 – 100 lbs.			X		
Over 100 lbs.			X		
Weight of Various Equipment	Cot 89#; Rescue Jack 40#; Hose Roll 34#; SCBA 20#; total weight of gear 40#; stair chair 31#; Jaws 45#; medical bag 25#; average weight of rescue 200+#				

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____