

## **COLUMBUS RURAL FIRE DISTRICT #3**

### **POSITION DESCRIPTION: Firefighter/Paramedic**

**Status:** Non-Exempt/Fulltime

#### **GENERAL PURPOSE**

To act as an integral part of both emergency response and community safety by working with and within the community to prevent emergencies from occurring, to minimize their impacts, and intervene effectively when required for the protection of the community.

**\*\*This position works heavily to help support the CRFD volunteers.**

#### **SUPERVISION RECEIVED**

The position will work within the established chain of command of the organization. The positions will work with and report to at times both career and volunteer officers.

#### **SUPERVISION EXERCISED**

May assist in coordinating, instructing, or **supporting the work of volunteer firefighters/EMT's** (including resident firefighters), new recruits, or other department personnel as assigned by the Fire Chief or designee.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All duties are fully required and all have the same priority ranking.

- The Position will require knowledge of and adherence to all local, state and federal regulations governing firefighting and medical operations;
- Protect life and property by performing firefighting, emergency aid, hazardous material, and fire prevention duties and maintain fire department equipment, apparatus and facilities; responding to emergency and non-emergency calls, including but not limited to, medical calls, all type of fire calls, gas leaks, vehicle accidents, smoke checks, welfare checks, fire alarm malfunctions, etc.
- Drive and operate equipment and apparatus and assist in all aspects of fire suppression, including rescue, advancing lines, entry, ventilation, salvage, overhaul, cleanup, extrication and emergency medical care of patients, while striving to minimize damage.
- Respond and perform emergency medical services up to level of state license while following Columbus Rural Fire District Protocols.
- Participates in clean-up activities required after a fire operation including but not limited to: fueling of apparatus and equipment, filling apparatus tanks, washing, drying and packing hose, following daily check sheets to ensure all apparatus is completely ready for service and documenting any damage that may have occurred at the scene.

- Conducts daily checks of all fire department apparatus and equipment and ensures that all apparatus and equipment are ready for response. Documentation of all work will be required.
- Assists in maintaining and repairing fire department apparatus and equipment, cleans fire stations and grounds. Including but not limited to painting, washing, waxing, dusting, cleaning, polishing, weed pulling, and removal of trash.
- Performs maintenance, repairs and inspections as assigned to apparatus, equipment, facilities, fire hydrant, dry hydrants, other water sources and hose testing to include documentation.
- May make fire code inspections of business establishments and homes and prepares pre-fire plans as assigned.
- Participates in continuing education and training through individual study of technical material as well as attendance at scheduled drills and classes.
- Assist citizens who request information from the department or direct them where to find the correct information. This may include outdoor burning rules, directions, telephone numbers, etc.
- Effectively communicates verbally by means of two-way radio as well as person-to-person and in writing through completion of various records, reports, memos and letters.
- Completes logs, reports, and check sheets in a timely manner, but always prior to the end of shift.
- Follows directives of supervisory staff at all times while on duty.
- Conducts station tours for the public, school, and community demonstrations and programs, including presentations on safety, medical and fire prevention topics.
- Presents self in a manner that maintains the respectable image of the fire department at all times.
- Prepares and conducts trainings for staff, citizens, volunteers or others as assigned.
- May be subject to call back due to emergency incidents or low staffing levels.
- Other duties as assigned by Chief or designee

**MINIMUM REQUIREMENTS** (all required at time of employment unless otherwise noted)

**General:**

- Possess and maintain current Paramedic certification (NREMT preferred), with the ability to obtain Montana licensure within 30 days of hire as a condition of employment;
- High school diploma, with college degree preferred;
- 18 years or older;
- No felony convictions or disqualifying criminal histories;
- Successful completion of a background check;

- United States Citizen, ability to read, write, and speak English;
- Possess good moral character, temperament, and industrious habits;
- Previous firefighting and ems experience in a volunteer or paid capacity is desirable;
- Possess and maintain a current Montana Commercial Driver's License (Class B with Air Brake & Tanker endorsements); or ability to obtain within 90 days of hire as condition of employment;
- Able to pass medical examinations, written examination, hands on demonstration of knowledge, skills, and physical ability tests as required by the District;
- Presents self in a manner that maintains the respectable image of the fire department at all times.
- Within six months of hire establish and maintain residency within the Columbus Rural Fire District.
- At a minimum within six months of hire meet the requirements of NWCG of Wildland Firefighter 1 and maintain or advance that certification.
- IFSAC Firefighter 1 and 2, or equivalent as determined by Fire Chief; or ability to obtain prior to end of probation as condition of employment.
- Others duties as assigned by the Fire Chief or designee.
- Complete other training as required by the District

#### **Necessary Knowledge, Skills and Abilities:**

- Ability to learn fire suppression and prevention principles, procedures, techniques, and equipment, as well as the ability to use the knowledge and equipment proficiently;
- Working knowledge of emergency medical procedures and equipment to level of licensure;
- Ability to learn standard firefighting, emergency medical, hazardous materials, and fire prevention techniques and ability to apply to specific situations;
- Ability to follow verbal, written instructions and ability to communicate effectively orally and in writing;
- Ability to establish effective working relationships with employees, **volunteers**, other agencies and the general public;
- Ability to perform strenuous or peak physical efforts during an emergency, training, or station and equipment maintenance activities for prolonged periods of time under conditions, including but not limited to heights, confined spaces, intense cold, heat, rain, snow, wind, and/or smoke;
- Working knowledge of driver safety course Emergency Vehicle Incident Prevention or an equivalent as determined by the Fire Chief;
- Ability to learn the operation of fire suppression and other emergency equipment;
- Ability to act effectively in emergency or stressful situations;

- Ability to establish effective working relationships with employees, volunteers, other agencies and the general public.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, use hands/fingers, handle or operate objects, tools or controls, and to reach with hands and arms. The employee is frequently required to sit, climb or balance; kneel, stoop, crouch, crawl and carry heavy objects, equipment up to 100 pounds or persons and must hear, talk and smell.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works outside in all weather conditions. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise may be loud.

The employee works near moving mechanical parts, wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, exposed to risks of electrical shock, vibration and airborne and blood borne pathogens, occasionally in high precarious places and possibility of exposures to (BNICE) biological, nuclear, incendiary chemical and explosive agents used in domestic and foreign terrorism.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **WORK HOURS**

48/96 rotating schedule

### **Benefits**

Columbus Rural Fire District employees receive vacation, sick leave, and health insurance as well as accidental death and/or dismemberment.

