

POSITION TITLE: **FIREFIGHTER/EMT**
DEPARTMENT: **SAFETY**
DIVISION: **FIRE**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Fire Lieutenant
POSITION REPORTS TO _____ DIRECT REPORTS BY TITLE: _____ None _____
DIRECT: 0 INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing fire protection and emergency medical care to the City of Bowling Green and its citizens.

JOB RESPONSIBILITIES

- Responds to fire alarms and suppresses fires
- Responds to Emergency Medical Services calls
- Presents fire safety education
- Preplans City buildings and industries
- Performs housekeeping
- Maintains station, equipment, grounds and vehicles
- Operates fire and Emergency Medical Services dispatch system
- Participates in fire and E.M.S. training
- Prepares and submits accurate reports and documentation
- Performs fire safety inspections
- Stabilizes hazardous material incidents
- Occasionally supervises less senior firefighters
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, and lift more than 100 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of procedures for fire suppression, hazardous materials incident stabilization and emergency medical response

Ability to use EMS related equipment, firefighting equipment and Haz-mat equipment

Ability to use spreadsheet, database, word processing and selected job-specific software

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, opera-

tions and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Leadership Skills

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS

Work is performed in conditions of fumes, odors, poor ventilation, sudden temperature change, around mechanical hazards and moving objects. The activity schedule is irregular and onsite stress can be high.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Firefighter I & II certifications, Emergency Medical Technician certification; one to three years of relevant experience; valid Ohio Driver' License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.