

# OXFORD FIRE DEPARTMENT PERSONNEL POLICY

<b>SUBJECT:</b> Job Description, Fire Fighter/Paramedic (Full Time)		<b>NUMBER:</b> #110
<b>EFFECTIVE DATE:</b> 7- 1- 2016		<b>REEVALUATION DATE:</b>
<b>AMENDS:</b> 1-1-2011	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 4

## **PURPOSE**

To establish the duties and responsibilities for the position of Full-time Firefighter/Paramedic for the Oxford Fire Department as defined by the accompanying job description.

## **GENERAL SUMMARY**

At incident scenes, the individual will work under the supervision of the highest ranking command officer. In the absence of a command officer, the individual will work in conjunction with other Firefighters, or will assume command as the most senior Firefighter.

A Firefighter/Paramedic protects life and property by performing fire fighting, ALS emergency aid, hazardous materials, and fire prevention duties. This job position also helps maintain fire equipment, apparatus, and facilities.

## **SUPERVISION RECEIVED**

A Firefighter/Paramedic works under the general supervision of the Chief Officers and other command officers. A Fighter/Paramedic will receive daily supervision from the Shift Captain on duty. In the absence of the Shift Captain the Firefighter/Paramedic will receive daily direction from the Shift Sergeant. On scene at an incident a Firefighter/Paramedic will receive direction through the chain of command.

## **SUPERVISION EXERCISED**

May instruct, or supervise the work of other Department personnel as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Firefighter performs fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, extrication, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities with Advanced Life Support skills licensure, and provides other medical/rescue assistance as required.

Participates in training, attends classes in fire fighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communications equipment.

Participates in the inspection of building, hydrants, and other structures in fire prevention programs.

Maintains fire equipment, apparatus and facilities.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station including lawn maintenance and snow removal; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous materials, communications, training programs, fire fighting, and emergency aid activities.

Performs salvage operations such as placing salvage covers, sweeping water, and removing debris.

Plans, carries out and evaluates preventive maintenance schedules and inspections for all vehicles and equipment, either personally, through paid-on-call personnel, or outside contractors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air driven tools

Evaluates status of equipment and vehicles and performs or schedules required inspections, service, testing and repairs

Maintains records, prepares reports and other specialized maintenance records of all vehicles and equipment

Maintains the ability to act effectively in stressful emergency situations

Individuals may obtain advanced training for county special operations teams, including HazMat, Tech Rescue, Dive Rescue, CST, or approved teams.

Trains in firefighting and EMS skills daily while on duty.

## **PERIPHERAL DUTIES**

Assists in Department supervisory and administrative activities as assigned.

Assists in training new employees as assigned FTL trainers.

Serves as a member of various employee committees.

Assists in other Department administrative activities as assigned.

## **MINIMUM QUALIFICATIONS**

- Must be 18 years or older at the time of employment
- Must possess, or be able to obtain by time of hire, a valid State Drivers License without record of suspension or revocation in any State
- Must pass a criminal background investigation
- Must be able to read and write the English language
- High school diploma or GED equivalent;
- Three (3) years experience in fire and emergency medical services work and;
- Completion of the Michigan Fire Fighters Training Council Fire Fighter II, Hazardous Materials Operations, Michigan Department of Public Health Advanced Emergency Medical Technician (AEMT/Paramedic) certification and licensure, American Heart Association CPR, ACLS certification.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Possess working knowledge of fire suppression and prevention principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application.

Skill in the operation of the listed tools and equipment.

Knowledge and understanding of Mabas Box Alarm system, mutual aid agreements with other municipal and private agencies.

Demonstrate; Ability to apply standard fire fighting and emergency aid techniques to specific situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies and the general public

## **TOOLS AND EQUIPMENT USED**

Fire apparatus, fire pumps, hoses, self contained breathing apparatus, and other standard fire fighting equipment, ladders, EMS equipment including cardiac monitor, ventilator, radio, pager, mechanics tools including jacks, air tools and other tools required for minor repairs and routine maintenance of motorized apparatus and equipment. Personal computer, fax, telephone, calculator, audio/visual equipment and multi-gas metering devices.

## **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.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger(s), handle or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch; or crawl; run; talk or hear and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious place and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, except during certain fire fighting or EMS activities when noise levels may be loud.

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Fire Chief