

OXFORD FIRE DEPARTMENT PERSONNEL POLICY

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| SUBJECT: Job Description Part-time Fire Fighter / EMT / EMTP | | NUMBER: #131 |
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PURPOSE

To establish duties and responsibilities for the position of Part-time Fire Fighter/ EMT/EMTP for the Oxford Fire Department as defined by the accompanying job description. This employee shall ensure the Oxford Fire Department has the ability to provide two (2) personnel on EMS transports during the hours of 6 am to 6 pm.

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 fire fighters and EMS personnel. The individual will receive daily direction from the shift officer.

Protects life and property by; performing firefighting, providing emergency medical aid, hazardous materials mitigation, fire prevention duties, extrication, maintains EMS and fire equipment, apparatus, and facilities all based on level of training and certification.

This individual is not intended to replace, or relieve the full time shift personnel of their position or duties.

This policy was first written prior to EMS only personnel being permitted as part of the Oxford Fire Department. As it is desirable to have a firefighter/EMT working as a part time employee, being trained as a Fire Fighter is not a requirement. The personnel approved to work as a Part Time Fire Fighter/EMT/EMTP will work to the level of their training.

Schedule

The schedule is a part time 12 hour position. The schedule time is 6 am to 6 pm seven days a week. The employee that desires to work a shift shall schedule a shift on the department online scheduling program (ALADTEC) Fire manager.net. The employee may sign up for any open date. The employee may only sign up for a maximum of two (2) 12 hour shifts in a (7) seven day pay period. The Oxford Fire Department pay period is Tuesday through Monday. The schedule opens up 1 month in advance.

In the instance that a shift is not scheduled the Chief or his designee may fill it with a less amount of time or may split it into a 6 am to 12 pm shift or 12 pm to 6 pm shift. The Chief at his discretion may leave the shift unfilled.

Full time shift personnel are **not** eligible to fill the part time shift position.

SUPERVISION RECEIVED

Work under the general supervision of higher ranking Fire / EMS Officers. The employee will receive daily supervision from the shift officer.

SUPERVISION EXERCISED

May assist in coordinating, instructing, or supervising the work of new recruits, or other department personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibility is to be available throughout the shift to respond on EMS calls, provide medical care based on level of certification and **drive the apparatus**.

Employee shall provide medical treatment and assistance under the direction of the on duty paramedic. Part time personnel are not meant to replace or relieve an on duty Paramedic's duties.

Provide EMS medical care as an EMT or EMTP including obtaining vitals, treating the patient, CPR, bandaging, splinting, respiratory assistance, lift assists, and provide other emergency assistance as needed.

Performs and assists with daily truck checks and house duties as needed.

May perform firefighting activities including driving fire apparatus, operating pump, and related equipment, laying hose, and performing fire suppression, if trained in this aspect.

Participate in daily fire and EMS training.

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

Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs as needed.

Helps maintain fire and EMS equipment, apparatus and facilities. Performs minor repair to Department equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; clean and wash walls and floors, make minor repairs, wash and dries hose, washes, cleans, polishes, maintains and tests apparatus and equipment.

May assist in presenting programs to the community on fire safety, medical, and fire prevention topics.

Participates in community events such as parades, department open houses, or any other public relation events.

Ability to act effectively in stressful emergency situations.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Must be 18 years or older at the time of employment.
- Must possess a current state of Michigan operator's license.
- Pass criminal background investigation.
- Pass a drug screen.
- Must be able to read and write the English language.
- Shall possess current state of Michigan EMT or EMTP license
- Shall be approved to drive a fire Department Alpha unit.
- Shall be approved to respond to Medical related calls.
- Shall be participating in the Departments EMS Squad schedule.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of driver safety, working knowledge of ems.
- 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. Ability to meet the special requirements listed below.
- Shall obtain a working knowledge of Oxford streets and roads.
- Shall understand Incident Command System.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, EMS equipment, AED, Cardiac monitor, ventilator, mobile radio, hand held radio, personal computer with electronic patient reporting, and phone.

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, 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 state or 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.

Maintain physical fitness, agility and mental alertness for extended periods of time. 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 places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain fire fighting or emergency medical activities when noise levels may be loud.

P. Scholz
Fire Chief