

JOB DESCRIPTION: Part-Time Firefighter

JOB TITLE: Part-Time Firefighter

OBJECTIVE

To provide emergency firefighting, rescue and emergency medical care to residents and visitors of the community.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Fire Department Chain of Command including but not limited to the Fire Chief, Assistant Chief, Fire Captain, and Fire Lieutenant.
2. Has frequent contact with other emergency response agencies, other departmental employees, and the general public.

GENERAL STATEMENT OF DUTIES

Responds to emergency fire, rescue and medical incidents; provides support functions, including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical emergencies, and trauma emergencies. Plans, organizes, directs and controls fire/rescue and medical service functions within applicable laws, codes, rules and regulations.

EXAMPLES OF WORK

1. Provides fire suppression, rescue and emergency medical services for the district;
2. Acts as a first responder to all types of emergency situations
3. May from time to time be assigned primary duties as an emergency medical responder;
4. Responds to all rescue calls;
5. Ensures that equipment is fully prepared and functional at all times;
6. Performs general maintenance and upkeep of apparatus, equipment and fire station;
7. Performs and documents required equipment inspections as assigned;
8. Participates in preventative maintenance on fire apparatus, and station maintenance;
9. Participates in pre-fire planning, fire prevention inspections, fire prevention and fire safety education
10. Prepares various reports and other documents;
11. Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: emergency medical care, fire suppression and rescue practices, fire prevention, principles, methods, and practices; local codes related to emergencies; state statutes, city ordinances, and criminal law; and standard office practices and procedures.

Skill/Ability to: perform fire suppression and rescue activities, pre-hospital emergency medical care, operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships with co-workers and the general public; develop, organize, motivate, and effectively utilize staff; communicate effectively, both orally and in writing; read and interpret manuals, policies, and other documents; and operate fire suppression equipment, operate medical equipment.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent; prefer a minimum of one year experience as an EMR, Intermediate or Paramedic and one year experience as a Firefighter or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

1. International Fire Service Accreditation Congress (IFSAC) certified Firefighter I level minimum, Firefighter II is preferred;
2. Louisiana State Health Services or National Registry Certification as an Emergency Medical Responder minimum, Emergency Medical Technician is preferred;
3. Completion of a FEMA certified National Incident Management (NIMS) course or equivalent
4. Valid Class E Louisiana drivers license

WORKING ENVIRONMENT

Frequency Codes: F – Frequently O – Occasionally R – Rarely

Time Pressure	O
Noisy/Distracting Environment	F
Irregular Schedule / Overtime	R
Danger / Physically Challenging	F
Extreme Temperature	F
Caustic Substances	O
Physical Hazards	O
Respiratory Hazards	O
Limited Visibility	O

Emergency Situations	F
Tedious Exacting Work	R
Performing Multiple Tasks	O
Frequent Change in Task	F
Humidity	F
Noise	O
Vibrations	O
Work Closely as Part of a Team	F
Heights	O

PHYSICAL DEMANDS

Employee is required to stand, sit, walk, talk and hear; use hands to finger, handle, and operate objects, tools, or controls; and reach with hands or arms. Required to climb and balance; stoop, kneel, crouch, crawl; and taste and smell. Must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.