# City of Circleville

**Employee Job Description**

| | | | |
|---|---|---|---|
| **Title:** | **Fire Fighter/EMT** | **Department:** | **Fire/EMS** |
| **Status:** | **Full Time, Union, Classified** | **Supervisor:** | **Fire Lieutenant** |

Under the direct supervision of a Captain, Lieutenant or Officer in Charge, a Firefighter responds to alarms and/or calls for service within the designated areas of the City protecting the lives, safety, and property of the citizens of Circleville by taking immediate and appropriate action and extinguishing fires and/or providing medical assistance to those in need and providing such with as little loss as possible; answers calls when a fire is suspected or an emergency exists; takes such actions as are necessary to prevent loss of life or property; to prevent fires; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations; training for and participating in duties of protecting life and property; and performs other related duties, tasks, and assignments as required and directed by the Fire Chief or Captain, Lieutenant.

## ESSENTIAL FIRE FIGHTER JOB RESPONSIBILITIES

1. Provides skilled firefighting work in combating, extinguishing and preventing fires.
2. Operates and maintains fire department equipment, apparatus, and quarters.
3. Trains and participates in duties such as firefighting and rescue activities, usually under close supervision.
4. Participates in the operation of apparatus and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion in cramped surroundings.
5. Drills and studies methods, techniques and organization, and provides routine duties in the care and maintenance of fire department property equipment.
6. Must have initiative and a thorough individual understanding of firefighting methods, exercising initiative in conformance with rules.
7. Attends training courses; reads and studies assigned materials relating to firefighting, fire prevention, and rescue; examines thereon.
8. Responds to fire alarms, operates pumps, aerial equipment, ladders and auxiliary equipment; lays and connects hose, holds nozzles, directs fog or water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines, hydraulic tools, and other equipment.
9. Ventilates buildings involved in fire by making necessary roof openings, opening doors, windows, skylights; removes persons from danger, administers aid to injured persons; performs salvage operations and removes excess water and debris.
10. Participates in fire drills and attends classes in firefighting and emergency services.
11. Performs general maintenance work in the up-keep of fire department properties, cleans and washes walls and floors for the health of members, makes minor repairs to property and equipment washes and dries hoses; washes, cleans, polishes and tests apparatus.
12. Relays instructions, orders, and information; gives location of alarms received.
13. Performs, as directed, assigned fire inspections, checking fire escape routes, building exits, and related structures for compliance with local and state codes and laws.
14. Establishes and maintains full cooperation between individuals.
15. Familiarizes the city streets, schools, public buildings, hydrants, fire alarm boxes, and routes thereto, and other factors and conditions necessary for the performance of the respective duties.
16. Conforms to and promptly obeys all laws, ordinances, and rules, regulations, and orders for the government of the department or individual.
17. Performs other related duties as assigned and/or required.

## EDUCATION AND EXPERIENCE

1. Understanding of Fire Department Standard Operating Procedures.
2. Considerable knowledge of applicable federal, state, and local laws related to fire prevention and investigation.
3. Considerable knowledge of fire prevention methods, principles, practices, and procedures.
4. Considerable knowledge of safety practices and procedures.
5. General knowledge of municipal government structure and process and the judicial system.
6. Must hold a valid high school diploma or equivalent.
7. Must hold a valid Ohio Drivers License and remain insurable under the City's auto insurance carrier.

## COMMUNICATION SKILLS/REQUIREMENTS

1. Good interpersonal and human relations skills.
2. Good written and verbal communication skills.

3. Ability to understand and carry out detailed oral and written instructions.
4. Ability to recognize unusual or threatening conditions and take appropriate action.
5. Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.
6. Ability to recognize, analyze, and define problems, establishes facts, draw valid conclusions, and initiate appropriate corrective actions.
7. Ability to organize and prioritize daily tasks and activities.
8. Ability to use proper research and investigative methods, techniques, and practices in gathering data.
9. Ability to gather, collates, and classifies information and data regarding people, places, events, and activities.
10. Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.
11. Ability to copy records precisely without error and to maintain accurate records.
12. Ability to use proper judgment and skill to prevent loss of life or property.
13. Ability to apply safe operation of automobiles.
14. Ability to work alone on most tasks.
15. Ability to cooperate with co-workers on group efforts.
16. Ability to establish and maintain good rapport with the public.
17. Ability to handle routine and sensitive inquiries from, and contact with, the public.
18. Ability to maintain confidentiality in the handling of sensitive events and issues.
19. Competence to be entrusted with highly sensitive and confidential information.
20. Ability to communicate with the public, peers, superiors, and other City Officials and employees in an effective, tactful, and courteous manner.
21. Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.
22. Ability to establish and maintain effective working relationships with superiors and peers.
23. Ability to demonstrate physical strength and dexterity in the use of hands and feet as well as general physical fitness.

**MATHEMATICAL ABILITY**

1. Good skills in basic mathematics.
2. Capable of calculating (addition, subtraction, multiplication, division, percentages, fractions, and other algebraic formulae) numbers and properly count U.S. currency and change.

**LICENSES/CERTIFICATIONS**

1. Possession of a Fire Fighter II certification and a minimum of EMT-Basic certification upon hire.
2. All employees hired after January 31, 2022 are required to obtain and maintain their State of Ohio Paramedic Certification. Such certification must be obtained within thirty-six (36) months of the employee's date of hire. Employees will be required to attend class while off duty. The City will pay for the cost of the Paramedic course once the employee has passed the course and obtained State of Ohio Paramedic Certification. Failure to obtain paramedic certification within this thirty-six (36) month period will result in termination of employment.
3. Ability to maintain certifications throughout employment.

**PHYSICALS DEMANDS**

1. Ability to work in sometimes noisy, close-quartered areas under great mental, physical, and emotional stress.
2. Ability to climb ladders and to work at considerable heights.
3. Ability to learn a variety of firefighting duties and methods within a reasonable working test period.
4. Ability to demonstrate physical fitness. Mobility for climbing, running and lifting
5. Capable of performing in a brutally graphic fire or accident scene.
6. Must be physically capable of successfully performing the duties of the Firefighter classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.

# City of Circleville

**Employee Job Description**

| | | | |
|---|---|---|---|
| **Title:** | **Fire Fighter/EMT** | **Department:** | **Fire/EMS** |
| **Status:** | **Full Time, Union, Classified** | **Supervisor:** | **Fire Lieutenant** |

**WORK ENVIRONMENT**

Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases or poor ventilation.

***The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.***

_____ _____
Employee Printed Name Date

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

_____ _____
Department Head Signature Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of for which an incumbent indicated are necessary to perform the position. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

*This job description shall not be considered an employment contract with an employee.*