



Job Description: Part-Time Firefighter

Revised: 4-2021

Position: **FIRE FIGHTER – PART-TIME**
Department: Fire/Rescue
Reports To:
Status: Regular, Part-Time, Non-Exempt
Pay Grade: Part-Time Fire Fighter

SUMMARY:

Under the general supervision of the Fire Chief, Fire Officer, full-time firefighter, or Crew Leader, the part-time firefighter is responsible for fire fighting entailing the combating, extinguishing, and preventing of fires, and the saving of life and property. The part-time firefighter is a dual role member of the department having emergency medical care responsibilities in addition to fire fighting responsibilities.

ESSENTIAL FUNCTIONS:

- Performs firefighting activities including but not limited to, extinguishing fires, searching burning buildings, rescuing, and assisting victims from emergency sites, driving fire apparatus, operating fire pumps and related equipment, advancing line hose, climbing ladders, and using Self Contained Breathing Apparatus (SCBA).
- Assesses fires and other emergency situations, reports conditions to others.
- Performs salvage operations such as evacuating water, removing debris and performing general clean up at the scene.
- Performs emergency medical activities including but not limited to, Advanced Life Support (ALS) and/or Basic Life Support (BLS) assessment and treatment of medical and/or trauma adult and pediatric patients.
- Performs ALS and/or BLS medical procedures in accordance with the employee's Emergency Medical Services licensure and Ottawa County Medical Control protocols.
- Enters Fire and EMS data on computer.
- Cleans and services apparatus, maintaining it in readiness condition. Reports mechanical failures or other difficulties to superior.
- Assists in cleaning up area of water and debris, turning off hydrants and replacing equipment on the trucks for return to station.
- Restores vehicles and equipment to service as they are no longer needed at the scene and ensures that all equipment is returned to its proper place, in proper condition to respond to another alarm.
- Participates in housekeeping and maintenance in and around the township and fire buildings when applicable. Duties may include, but not be limited to, washing township vehicles, lawn care, snow removal, washing windows, vacuuming, and emptying trash.

- Prepares, conducts, presents, and participates in fire prevention education activities (i.e. open house, school tours).
- Attends departmental training and meetings as required.
- Conducts, assists with, and participates in fire drills and training sessions on fire fighting techniques (including but not limited to suppression and prevention), orientations, emergency medical training, and equipment operation.
- Adheres to incident command procedures, S.O.G., and safe working standards.
- Performs clerical and other tasks as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- High school education.
- Minimum licensure as Basic EMT, or within two (2) years from date of hire, in accordance with standards established by the Michigan Department of Community Health.
- Fire Fighter I and II certification, or within two (2) years from date of hire in accordance with the standards established by the Michigan Fire Fighters Training Council.
- Haz-Mat Awareness and Haz-Mat Operations Certification, or within two (2) years of hire.
- CPR certification within one (1) year from date of hire.
- Must complete a minimum of twelve (12) hours of training per year.
- Must possess a valid unrestricted driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate clearly both verbally and in writing to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees, cooperating agencies, and the general public, including excellent customer services in working with residents and those in need of assistance.
- Possess the ability, knowledge, and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools and other fire suppression equipment.
- Possess thorough knowledge of modern firefighting techniques, rescue, and emergency medical operations, and can apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the township, physical layout of the township and location of fire hydrants.
- Possess thorough knowledge of the rules, policies, and procedures of the department and township.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The work requires considerable and strenuous physical exertion such as frequent climbing, sitting, standing, stooping, kneeling, crouching, crawling, and lifting of persons or objects weighing more than 100 pounds, and moving in areas of difficult or dangerous access. Also, this work requires physical mobility, dexterity, and full range of motion; normal sensory abilities including vision, hearing, touch, and smell; and,

operating emergency vehicles in all weather and lighting conditions is required. This position will successfully complete the Township's Performance (Agility) Test as required.

WORK ENVIRONMENT:

The work environment characteristics described are representative, but not limited to, those encountered while performing essential functions of this job classification. While performing the functions of this job, the employee is exposed to: persons experiencing adverse trauma, wet and/or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold or heat, fire, risk of electrical shock, risk of vibration, hazardous materials, and emotional stress. The work environment involves extremely high risks with exposure to potentially life-threatening situations or unusual environmental stress requiring a full range of safety and other precautions.

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature