

CITY OF OBERLIN JOB DESCRIPTION

Firefighter

Title:	Firefighter	Department:	Fire Department
Supervisor:	Fire Chief; Assistant Fire Chief; All Fire Officers	Positions Supervised:	N/A
Status:	Part-Time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not Categorized
		Schedule:	On Call

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Duties include skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned and routine maintenance of fire department equipment, apparatus, and quarters.

Employees perform hazardous tasks under emergency condition that may require strenuous exertion under such hindrances as fire, heat, smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, most of the time is spent studying methods and techniques of fire prevention, suppression and basic and/or advanced lifesaving techniques, studying and perfecting the operation of fire and rescue equipment and apparatus, and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed under the supervision of a fire officer. Work is reviewed in progress and upon completion.

The Firefighter shall be committed to the mission, vision and values of the City and Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Firefighter shall demonstrate technical skills, effective communication and collaboration, proper use of team resources, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

The applicant should possess the following at the time of application:

- Minimum 18 years of age
- High School Diploma or equivalent
- U.S. Citizenship required
- Must successfully complete a physical abilities test evaluating physical aptitude
- Must possess a valid Ohio Driver's license and proof of insurability

- Must reside within a five (5) mile radius of Oberlin City Hall; or must maintain employment within five (5) mile radius of Oberlin City Hall with permission to respond to emergency incidents during working hours
- An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position

Supervision:

- Works under the supervision of Fire Chief, Assistant Fire Chief, Battalion Chief, Fire Lieutenant, and Firefighter/Drivers
- No supervisory duties are assigned to firefighters

Job Duties: *(Essential functions are identified by an “*”)*

- Responds to fire alarms; works to extinguish fires by deploying hoselines and directs stream of water onto fires; positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entry, using hand tools and power equipment; and, may deactivate utility services to prevent explosions or other fire extension.*
- Administers appropriate basic or advanced life support care at the site of an emergency; performs such activities as patient assessment, cardiopulmonary resuscitation, injury care, patient extrication, and administers appropriate medications under direction of medical director.
- Investigates causes and circumstances surrounding fires.*
- Participates in a continuing training program by attending drills, demonstrations and classes; participates in training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of emergency vehicles.*
- Participates in public education and fire station tours for the public; answer questions and provides public education services.*
- Performs general maintenance work in the upkeep of fire stations, buildings and grounds, fire apparatus, auxiliary equipment and tools.*
- Maintains accurate records, forms and reports as required.*
- Provide effective and efficient customer services and promotes and maintains responsive community relations.*
- Perform related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Procedures for fire suppression, hazardous materials response, rescue, and emergency medical response

Ability to:

- Upon completion of required training, meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, 1582, and Oberlin Fire Department Standard Operating Procedures
- Use EMS related equipment, firefighting equipment and hazmat equipment
- Maintain a valid Ohio Driver's license and have the ability to drive
- Handle multiple priorities and projects
- Make clear and accurate records and reports
- Deal with a variety of concrete variables in situations where only limited standardization exists
- Identify problems, recognize symptoms, causes and alternative solutions.
- Make timely, sound decisions
- Interpret a variety of instructions in written, oral, diagram or scheduled form
- Climb and work at heights up to 100 feet above the ground
- Perform limited mechanical work involved in maintaining fire apparatus, equipment and tools
- Follow oral and written instructions; deal effectively with the public; and speak and write effectively
- Establish and maintain cooperative working relationships with peers, subordinates, and superiors

- Learn, train and retain technical and other fire service related data
- Generate clear cut, concise reports
- Perform effectively under stress

Licenses and/or Certifications:

- Valid Ohio Driver's license and proof of insurability
- Must complete a 140-hour Firefighter 1 certification course (Ohio Department of Public Safety), after appointment
- Must complete 130-hour Emergency Medical Technician certification course (Ohio Department of Public Safety) within two years after appointment and maintain certification as EMT-Basic during tenure of employment
- Must reside within a five (5) mile radius of Oberlin City Hall; or must maintain employment within a five (5) mile radius of Oberlin City Hall with permission to respond to emergency incidents during working hours

Work Environment and Equipment Utilized:

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, dim lighting, and all other conditions as present in the performance of essential function. Incumbent may also experience such hazards as fumes, flames, chemicals, blood, other body fluids, and all other hazards as required in performance of essential functions. Requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. May require working long hours and for extended periods of time between meals and breaks in some emergency situations.

Includes regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull over 150 lbs., occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, twist, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

M. Davis 2/25/15
Human Resources Signature/Date

[Signature] 2/25/15
Appointing Authority Signature/Date

[Signature] 2/27/15
Supervisor Signature/Date

[Signature] 2/25/15
Law Director Signature/Date

Reviewed by Civil Service Com.: N/A
Reviewed by City Council: N/A

