

Rate of Pay: \$1,615 bi-weekly - \$2,200 bi-weekly

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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POSITION TITLE: Firefighter
RANK: Private

DEPARTMENT: Fire Department
REPORTS TO: Fire Chief / Assistant Chief

EMPLOYMENT STATUS: Full-Time

F.L.S.A.:

JOB RESPONSIBILITIES:

Respond to and fight fires; respond to medical emergencies; drive firefighting equipment; operate Basic Life Support equipment, maintain equipment and fire station building and grounds.

ESSENTIAL FUNCTIONS:

Drive appropriate firefighting equipment to fire scene; sets up equipment; fight fires; pull hoses; participate in training programs as an instructor or student to maintain certification; maintains firefighting equipment to optimum working condition; perform regular maintenance and repairs defects on equipment; and enforce Federal, Indiana and local Fire Prevention Codes; and conduct building and fire inspections.

Respond to other emergency calls, such as vehicle crashes, water accidents, bomb threats, and medical emergencies with appropriate equipment; and works with City, County, and State inspectors and officials to investigate fires.

MEDICAL EMERGENCIES:

- Assess each patient on a continuing basis, documenting results according to hospital policy. Utilize appropriate assessment techniques and instruments.
- Provides care and treatment necessary for stabilization and life support for the patients in their care. Adheres to Standing Orders and Protocol as defined by the Medical Director. Assumes accountability for patient care and communications between facilities and healthcare providers for continuity of care.
- Completes daily checkout of the apparatus and equipment, restocking supplies as needed and documents as appropriate. Replaces appropriate equipment and medical supplies in a timely manner, following everyday runs.

Clean and maintains fire station building and grounds; assists in building plans; participates in fire prevention and safety programs; prepares and maintains various records and reports relating to fire activities; inputs information in computer; and inspects and flow tests all City fire hydrants.

Demonstrates regular and predictable attendance; maintains certification.

Date Adopted: 10/10/95

Date Revised: 10/26/05 02/01/12

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POSITION TITLE: Firefighter

OTHER DUTIES AND RESPONSIBILITIES:

Assists other City departments with fire related duties.

Occasionally performs maintenance and repair on fire department vehicles, equipment, and buildings.

Responds to severe weather warnings.

Treats patients/family members, guests, health care team members and other associates with care, courtesy and respect. Consistently anticipates the needs of customers and puts those needs first. Demonstrates commitment to service and contributes to creating a positive, caring environment.

Provides services with respect for human dignity and the uniqueness of the patient; unrestricted by consideration of socio-economic status, personal attributes, or the nature of the health problem.

Performs other related duties as required.

POSITIONS SUPERVISED:

All fire personnel at emergency scenes until the arrival of the Chief, Assistant Chief, Captain or Master Firefighter or relieved by another fire fighter when minimum staffing has been met.

KNOWLEDGE, SKILLS AND ABILITIES

(*Indicates developed after employment)

Knowledge of: standard operating procedures*, fire suppression and prevention techniques and equipment; fire/emergency rescue techniques and equipment; geographic layout of jurisdiction; safety procedures; departmental policies and procedures*; emergency medical procedures; building construction; Indiana, Federal, Local and NFPA Fire Codes; and hydrant locations*.

Skill in: operating and repairing firefighting equipment; computer operation, emergency medical tools and equipment. Public speaking.

Ability to: prepare reports; operate and repair equipment; physically perform firefighting duties; follow directions; interpret a variety of instructions, deal with problems involving several variables in familiar context; recognize unusual or threatening conditions and take appropriate action; recognize safety warnings; maintain records according to established procedures; handle sensitive inquiries from and contact with officials and general public; and develop and maintain effective working relationships.

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EQUIPMENT OPERATED:

Fire department vehicles; portable and hand power tools; and portable hydraulic tools, computers, basic life support equipment, etc.

WORKING CONDITIONS:

Works in fire station and emergency scenes; lifts heavy equipment; exposed to toxic and noxious gases and fumes for indeterminate periods of time; responds to fires and other emergencies in all kinds of weather conditions; occasionally works in unsafe buildings; exposure to blood and body fluids.

QUALIFICATIONS:

Any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this position such as a high school diploma or equivalent, a 2nd class firefighter or NFPA FF I/II, and minimum state certified 1st Responder.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid drivers license; 2nd Class Firefighter or NFPA FF I/II; minimum state certified 1st Responder.

EMT Basic Certified within 1 year of employment. If certification has not been achieved by 1 year anniversary date of employment, Probationary status will remain until certification is received.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

Approval of Department Head

____/____/____
Date

Employee's Signature

____/____/____
Date