

Job Title: Part-Time Firefighter- Warsaw-Wayne Fire Territory

Location: City of Warsaw

Department: Warsaw-Wayne Fire Territory

Reports To: Officer in Charge

FLSA Status: Non-Exempt

Job Type: Part time

Position Summary

The **Part-Time Firefighter** supports the operations of the Warsaw-Wayne Fire Territory by responding to emergency calls and performing duties related to fire suppression, emergency medical assistance, hazardous materials response, rescue operations, and routine maintenance of facilities and equipment. This position plays a vital role in supplementing full-time staff and maintaining readiness for emergency response.

Essential Duties and Responsibilities

Emergency Response

- Responds to alarms and incidents by deploying and operating firefighting and rescue equipment.
- Provides emergency medical assistance within scope of training and certification.
- Suppresses fires using hand tools, hose lines, and SCBA equipment; assists with ventilation and overhaul activities.
- Conducts victim rescues and evacuations from hazardous environments.
- Responds to hazardous materials incidents and supports containment, control, and decontamination efforts.

Operations and Maintenance

- Drives and operates emergency vehicles to/from incident scenes as directed.
- Performs maintenance and safety checks on department vehicles, tools, SCBA, and other apparatus.
- Assists with inventory management and readiness inspections.

Station and Grounds Upkeep

- Performs cleaning and maintenance tasks throughout the station, including restrooms, living quarters, and kitchens.
- Maintains exterior grounds by mowing, trimming, snow removal, trash disposal, and general landscaping tasks.

Other Responsibilities

- Works irregular and/or extended shifts as needed.
- Completes other duties as assigned by supervisory personnel.

Minimum Requirements

Education and Certifications

- High School Diploma or GED.
- Certified Indiana Firefighter I/II.
- Minimum First Responder certification; EMT-B (Indiana or National Registry) preferred.
- Valid CPAT certification and SCBA clearance.

- Possession of a valid Indiana Driver's License with a safe driving record.

Knowledge, Skills, and Abilities

- Knowledge of firefighting operations, fire behavior, fire hydraulics, and emergency medical procedures.
- Competent in operating firefighting tools and emergency vehicles.
- Ability to communicate clearly via radio, phone, and in person.
- Familiarity with department codes, radio frequencies, local geography, and street systems.
- Ability to follow oral and written instructions, work as part of a team, and maintain professional conduct.
- Knowledge of communicable disease control, bloodborne pathogens, and universal precautions.
- Ability to recognize and mitigate personal risks in hazardous environments.
- Awareness and sensitivity to cultural, gender, and ability-based diversity.
- Ability to maintain confidentiality and adhere to departmental policies, city ordinances, and applicable laws.

Responsibility

The **Part-Time Firefighter** performs moderately complex and standardized duties in accordance with established policies, procedures, and training. Decisions and actions taken by the incumbent can significantly impact personal and public safety. Performance is reviewed by the supervising officer for compliance with department standards.

Physical Demands

- Capable of performing physically strenuous tasks under emergency conditions, including lifting over 50 pounds, climbing, crawling, and operating in tight or elevated spaces.
- Extended periods of standing, walking, lifting, bending, reaching, grasping, and using fine motor skills.
- Must be able to use PPE and SCBA equipment while performing duties in high-stress and dangerous environments.

Working Conditions

- Frequent exposure to hazardous environments, including fire, smoke, chemicals, bloodborne pathogens, extreme weather, confined spaces, and violent or emotionally distressed individuals.
- This position is classified as having occupational exposure to infectious materials; universal precautions must be followed at all times.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of **Part-Time Firefighter** for Warsaw – Wayne Fire Territory describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment and the city is an “At Will Employer”. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes ____ No ____

_____	_____	_____
Applicant/Employee Signature	Printed Name	Date

