Firefighter/EMT

Position Description

Department: **Fire and Rescue**
Pay Grade: **115**
FLSA Status: **Non-Exempt**

JOB SUMMARY

The Firefighter/EMT Performs professional protective service work providing emergency and non-emergency rescue services; does related work as required. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Examines patients, provides care and reports finding to an emergency department physician.
- Conducts fire safety inspections and pre-fire planning for commercial buildings.
- Drives/operates various types of fire/medical apparatus.
- Assures that emergency vehicles are completely stocked and in good running order.
- Provides leadership depending upon the nature of the incident and the affiliation and certification of response personnel.
- Maintains cleanliness, state of readiness of stations, apparatus and all related equipment.
- Performs community service activities, including fire safety education/prevention programs.
- Completes all required reports of runs made by crew.
- Attends training sessions as required.
- Assist with operations during emergency management activities.

ADDITIONAL DUTIES

- Performs additional duties to support operational requirements as assigned.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

MINIMUM QUALIFICATIONS

Education and Experience:
Requires a high school diploma or equivalent and minimal experience, or equivalent combination of education and experience.

Licenses or Certifications :
Possession of a valid Commonwealth of Virginia Driver's license. Certifications in EMT-B, Firefighter I, Haz-mat Operations and EVOC required.

Special Requirements:
Must be at least 18 years of age. Completion of Criminal records check, Driving records check, Successful completion of annual physical exam, and agency specific physical ability test. May not serve as administrative or operational officer in a Shenandoah County Volunteer Fire and Rescue Department. Will not be assigned to a volunteer station where you are a member. Ability to work beyond normal work schedule.

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Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, equipment and techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Knowledge of Microsoft Office suite of programs for the purposes of creating and formatting documents, graphs, presentations, databases and spreadsheets.
- Knowledge in fire, rescue, Haz-mat, and emergency service delivery.
- Knowledge of the geography of the county, including street system and physical layout.
- Skill in communicating effectively both orally and in writing in a highly interactive team-oriented work environment.
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to operate standard office and other work-related equipment.
- Ability to think and act quickly and appropriately in all situations.
- Ability to understand and carry out oral and written directions.
- Ability to prepare clear and concise written and electronic reports.
- Ability to work with related agencies and departments on local, state, and federal levels, i.e., law enforcement, forestry, environmental protection, health and emergency services.
- Ability to function as a leader, follower, or advisor based on the prevailing situation at the scene of an emergency and in the stations.
- Ability to keep office records and to prepare accurate reports from file sources.

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- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to maintain regular and predictable attendance at work.

PHYSICAL DEMANDS

This is medium work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, hazards, oils, and wearing a self-contained breathing apparatus. The worker may be placed in stressful and extremely hazardous situations including but not limited to disaster, fire, hazardous material and other related incident sites as required. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Shenandoah County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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Employee Signature Date

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Supervisor (or HR) Signature Date

Shenandoah County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion,

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age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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