



JOB DESCRIPTION

Title:	Firefighter/Paramedic	Employee Group:	IAFF
Department:	Public Safety	Pay Grade:	
Reports To:	Fire Lieutenant	FLSA Status:	Non-exempt
Revision Date:	06/2026	PCN:	102-405-1-1-01--48-F

POSITION SUMMARY

This position responds to emergency and non-emergency calls for service to protect the life and property of citizens within the community, including Fire and advanced EMS. This position also performs routine maintenance of the stations and grounds and also maintains equipment and apparatus for constant readiness.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

1. Perform fire suppression as a team member and/or individually by manning hose lines, operating hand-held fire suppression equipment, and carrying out duties in emergency firefighting situations.
2. Perform emergency medical services on persons injured or ill, according to National, State and Division guidelines at paramedic level.
3. Perform rescue functions to extricate victims from occupancies filled with heat, smoke, or toxic gases by entering occupancy and physically removing victims.
4. Perform rescue and extrication functions of victims involved in vehicular entrapments, using specific hand, pneumatic, and hydraulic equipment.
5. Perform salvage and clean-up as required at the conclusion of fire-related emergency scenes; could include placing canvas, removing excess water, shoveling out debris, sometimes patching windows and holes, and performing other clean-up as directed.
6. Perform routine inspections of personal safety equipment and assist in inspecting, maintaining, and repairing, as necessary, all fire-related equipment; complete proper checklists and report damaged and improperly functioning equipment.
7. Clean and maintain fire apparatus, ambulance, medical supplies, drugs and medical equipment in accordance with guidelines and procedures.
8. Perform data entry and incident reports as assigned.
9. Attend classroom and drill ground training sessions in order to stay up-to-date on the knowledge and skills required for effective work performance.
10. Communicate and interact with co-workers and/or the public, either collectively or on a person-to-person level, to receive emergency instructions or relay emergency information effectively.
11. Participate in public relations activities, such as school demonstrations, safety demonstrations, etc., to promote the image of the Division as a public safety provider in the community.
12. Maintain facilities and perform housekeeping duties, as directed, including building and grounds maintenance, sweeping and washing floors and walls, cleaning living areas, and performing minor repairs, as needed and assigned.
13. Maintain physical conditioning and physical stamina required to perform firefighting duties.

14. Drive and operate emergency vehicles; could act as apparatus operator.
15. Protect the privacy of all patient information in accordance with the City of Huber Heights Fire Division privacy policies, procedures and practices as required by Federal and State law, and in accordance with general principles of professionalism as a user of protected healthcare information.
16. Instruct and train new personnel, as assigned.
17. Maintain regular, reliable, and punctual attendance.
18. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Must be 18 years of age or older.
- Firefighter Certification Level II for the State of Ohio. An equivalent certification from another state to qualify for reciprocity will be considered.
- Paramedic Certification for the State of Ohio. An equivalent certification from another state to qualify for reciprocity will be considered.

OTHER REQUIREMENTS

- Must obtain hazardous materials certification.
- Must possess a valid Driver's license.
- Must successfully pass Pre-employment and Post- Offer Testing, including a background investigation, drug screen. Failure to pass these will result in the employment offer being rescinded.

PREFERRED QUALIFICATIONS

- Associate's Degree in a Fire Science program.

REQUIRED JOB COMPETENCIES

- Knowledge of firefighting techniques, specialized rescues, hazardous materials, emergency medical service, disaster preparedness and incident command strategy and tactics.
- Knowledge of Personal Protective Equipment purpose, use, and maintenance.
- Knowledge of safety procedures associated with assigned tasks.
- Knowledge and skill in the use of specialized equipment and tools required for the position.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to understand and follow oral and written instructions in English.
- Knowledge of administrative policies and procedures of the City and assigned department.
- Proficiency with modern office practices and procedures, computer programs and software, and the operation of other office equipment, including phone systems, printers, copiers, etc.
- Ability to communicate clearly, concisely, and accurately in English in both written and verbal form.
- Ability to perform mathematical calculations required of this position.
- Ability to promote an atmosphere of professionalism with all contacts.
- Maintains confidentiality and discretion regarding information read or heard.
- Demonstrates initiative and skill expansion within role.
- Organizational and time management skill to meet deadlines and improve overall department/office efficiency.
- Ability to handle interruptions; prioritize routine workload with special assignments made by manager, supervisor, etc.
- Ability to work as a responsible member of a team or alone.

- Ability to meet all job safety requirements and all applicable safety standards pertaining to the essential functions of the position.
- Ability to work the allocated hours of the position and respond after hours if needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of over 100 pounds; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Positions in this classification require mobility of the arms to reach and dexterity of hands to grasp and manipulate objects of heavy weight at high pressure.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work may require wearing specialized personal protective equipment.
- Work is occasionally exposed moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; hazardous materials, and risk of vibration.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

_____	Electronic Signature on File
Employee	

_____	Electronic Signature on File
Supervisor	

_____	Electronic Signature on File
City Manager	