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| JOB TITLE: | Firefighter - EMT | SUPERVISES OTHERS: | Yes |
| REPORTS TO: | Fire Lieutenant | DIVISION: | Fire Administration |
| CLASSIFICATION: | Non-Exempt, Hourly | POSITION TYPE: | Full-Time |
| SCHEDULE REQUIREMENTS: | Consists of a 3-day cycle where each team works one 24-hour shift followed by 2 consecutive days (48 hours) off duty. | | |
| POSITION LOCATION: | 14 N. Roosevelt Street York, South Carolina 29745 | TRAVEL REQUIRED: | Some Travel [estimated 10%] |

JOB POSTING

SUMMARY:

Assists in responding to calls for fire suppression, hazardous materials incident responses and emergency medical activities on assigned shift, ensuring proper and prompt response to emergency situations in order to protect the lives and property of those in need of assistance. Performs fire inspections, fire pre-planning, and equipment/vehicle maintenance. Maintains records and prepares reports as required. Participates in community programs to include public education, community relations, and fire prevention programs and activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Responds to emergency incidents promptly with appropriate equipment. Performs firefighting, emergency medical assistance, hazardous materials incident response and extrication duties as needed; wearing and utilizing all personal protective equipment as required.
- Participates in the training of firefighters/volunteers and instruction of personnel in the proper use of fire and medical apparatus and other equipment.
- Provides basic life support treatment and first aid to patients. Obtains patient medical history if possible; assesses physical condition of patients and makes decisions regarding proper courses of action. Performs such duties as CPR, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen administration and sterile suctioning.
- Completes and submits reports regarding department activities; enters data from reports into computer.
- Performs vehicle, equipment, facility and grounds inspections, cleaning, and maintenance. Restocks and cleans/decontaminates equipment in preparation for subsequent medical responses.
- Assists with fire pre-planning as requested.
- Remains on call 24 hours per day for emergencies.
- Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.
- Receives, reviews, prepares and/or submits a variety of documents including preplans, training records, departmental reports, fire inspection reports, incident reports, training documents, inventory records, maintenance records, statistical reports, safety records, permits, memos, correspondence, etc.
- Operates fire engines, ambulance and motor vehicles, and utilizes all fire suppression and rescue/medical response equipment, tools, chemicals, safety gear, generator and supplies, as well as various office machines including a calculator, computer, two-way radio, telephone, etc.

- Supervises duties of assigned volunteers. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards and coordinating activities. Reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed.
- Interacts and communicates with various groups and individuals such as the Fire Chief, co-workers, City Manager, other City department heads and employees, volunteers, other fire departments, insurance companies, utility companies, other emergency response agencies, law enforcement agencies, medical personnel, sales representatives, Mayor, court personnel, and the general public.
- Performs installation/maintenance of smoke detectors, equipment repairs, code enforcement, permitting, fire investigations, and other specialized duties of the department.
- Performs general office duties as required, including typing reports and correspondence, copying and filing documents, answering the telephone, ordering supplies, etc.
- Performs similar or related work as required, directed or as situation dictates and shall exercise any additional powers that are or may be legally conferred upon the position by statute, bylaw, regulation or vote of the City Council.

QUALIFICATIONS AND REQUIRED/PREFERRED SKILLS:

- Completion of high school/GED or specialized vocational/technical diploma supplemented by three (3) to five (5) years of experience and training in fire service and emergency medical response programs.
- In good physical health as determined by a medical examination.
- Must possess CPR and first aid certifications.
- Must hold SC Emergency Medical Technician Basic Level Certification and National Registry of EMT's Emergency Medical Technician-B card.
- Hold IFSAC Firefighter I & II and Haz Mat Operations Certifications.
- A Must possess a valid CDL license with appropriate endorsements.
- Excellent interpersonal, analytical, research, presentation, written, and oral communication skills.
- Ability and willingness to work collaboratively, harmoniously and in close proximity with other staff, vendors, contractors and the general public.
- Ability to think critically and apply knowledge of fire science methods and techniques, including current fire suppression and firefighting techniques, building construction and fire plans, including all related firefighting equipment.
- Organized and detail-oriented with strong level of accuracy and the ability to multi-task.
- Ability to prioritize and adhere to strict deadlines.
- High level of integrity; ability to handle confidential information.
- Knowledge of City geography and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances.
- Proficiency in Microsoft Office software to include Word, Excel, and Outlook required.
- Use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications.