

<b>JOB TITLE: FIREFIGHTER</b>
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<b>REPORTS TO: SHIFT SUPERVISOR OR COMMANDING OFFICER</b>
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**Function:**

Under general direction of the Shift or Commanding Officer, performs fire suppression and emergency medical services duties.

**Job Summary:**

The Willoughby Hills Fire Department has established regulations pertaining to the duties of Firefighters. Willoughby Hills Fire Department is in compliance with these regulations. All Willoughby Hills Career Firefighters are required to be State Certified Emergency Medical Technicians Paramedic.

The Firefighter is a, firefighting and safety education position with some supervisory and administrative responsibilities. Duties include responsibility for all fire suppression, emergency medical, inspection and training activities as assigned. As well as cleaning and light maintenance of all apparatus, equipment and the fire station grounds.

The Firefighter is a totally unrestricted category of fire and rescue provider. Firefighters may be assigned to any type of fire, rescue, or EMS vehicle according to the Department's Minimum Training and Experience Standards.

**Essential Job Functions:**

Must be able to:

- Effectively communicate with department staff and the general public both orally and in writing.
- Work on 24-hour shift and be prepared to respond at any time.
- Analyze problems, effect solutions, and manage projects
- Consistently demonstrate tact, courtesy, reliability, and maturity while carrying out assigned duties.
- Perform stressful duties in a calm and professional manner.
- Create and work in a team environment.
- Work at varying heights, above or below grade and in confined spaces.
- Work in a Para-military organization and respond readily to command instructions.
- Deal with people in a friendly and effective manner under stressful and unpleasant conditions.
- Perform one or two person CPR. This includes: Chest compressions and uses of oxygenate resuscitation equipment to provide a good seal and air exchange resuscitation equipment to provide a good seal and air exchange.
- Analyze situations and adopt a quick, effective, and reasonable course of action, especially under conditions, which are psychologically and emotionally stressful.

- Remain sensitive to the community's needs.
- Acquire and maintain State, Federal and local certifications as required.
- Determine priority of customer needs and follow up on them.
- Disseminate sensitive information in a discreet and confidential manner and in accordance with the Willoughby Hills Fire Department Rules and Regulations.
- Understand and carry out complex oral and written instructions.
- Perform basic arithmetic calculations.
- Understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.
- Work with mechanical tools such as saws, generators, fans, "jaws of life" and portable pumps.
- Make sound decisions and use good judgment in both routine and emergency situations.
- Change "D" size O2 cylinders in 30 seconds or less on the scene of an emergency incident when continuing the patient's treatment (life support) depends on such a change.
- Communicate effectively with people who are in physical or emotional stress.
- May be required to work overtime before and after scheduled work shift and on days off upon short notice, as well as working varying shifts and be available to be recalled for emergency situations.
- Must have effective organizational, interpersonal and customer service skills.
- Safely driven and operate all forms of heavy fire apparatus, particularly fire engines and ladder trucks under emergency conditions, to all types of emergency incidents; under all weather conditions.
- Must pass a competency test as outlined by department policy and under the direction of the Operations Captain or as assigned by the Fire Chief.
- Must have a good knowledge of modern methods, techniques, and theories used in firefighting, emergency medical services and customer service.
- May be assigned to perform essential duties as prescribed by the Fire Chief in the absence of the Shift Supervisor.
- Must have good computer skills and be familiar with the Microsoft Office Word, Emergency Reporting System and emcharts.com.
- Must maintain the following certifications:
  - Emergency Medical Technician Paramedic (Career Members)
  - Fire Safety Inspector (Career Members)
  - Hazardous Materials Technician (Career Members)
  - State of Ohio Firefighter II
  - Must have a valid Ohio State Driver's License and evidence of good driving record.
- Operate the following tools used in the release of persons from various rescue situations and to participate in fire suppression activities:
  - Hurst - hydraulic rescue tool and attachment. In this system, the supply system remains stationary and tools are attached with hydraulic lines. The tools must be

lifted and operated in various positions with varying levels of strength required:  
Examples of the tools and their weights follows:

Spreader - 48 lbs. Cutter - 33lbs. Rams - 28 or 41 lbs.

Different types of gasoline-powered chain and ventilation saws

Air tools such as air chisels, impact wrenches, etc., which operate in the 150-psi range.

High-pressure air (4000-5000 psi) systems used to operate tools and replenish the supply from high-pressure air storage bottles.

- Perform a complete checkout of Fire Department Vehicles and associated equipment including checking transmission fluid, oil, batteries, medical supplies, water and foam tanks, etc.
- Perform other duties as assigned.

### **Examples of Additional Duties:**

- Assist superiors in planning and conducting of training drills and equipment/apparatus operations.
- Other than instructions given by superiors in new assignments, works independently in performing regularly assigned duties; work is reviewed through inspections, verbal and written reports.
- Perform inspections and checks of fire and EMS vehicles and equipment.
- Make adjustments and minor repairs to equipment and apparatus; maintain and forward related records when required. (Responsible for maintaining all necessary files).
- Drive or ride in emergency vehicles responding to fire alarms; place equipment. Respond to requests for Emergency Medical assistance.

### **Working Conditions/Physical Abilities:**

All Career Captains, Lieutenants, and Firefighters herein referred to as “Firefighters” will work in circumstances varying from the classroom to the scenes of fires and other emergency incidents. Due to the nature of the work, Firefighters work in unpredictable circumstances involving the threat or actual presence of physical harm. The work contains an element of personal danger.

Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses.

Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, and physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. They may be required to wear full structural

protective clothing and SCBA, a hard hat, safety glasses, earplugs, respirator, rubber or plastic gloves and rubber boots.

Firefighters must be able to see, speak and hear clearly in noisy and stressful situations. They must meet required physical and medical standard. They must receive and give information via telephone and radio, which is critical to the outcome of an emergency incident. This includes synthesizing and communicating this information to a third party, as appropriate. Such communicated information is often critical to the successful outcome of the incident or the safety of the crew, which the individual is a part of. This could include receiving instructions from a physician for patient care, a dispatcher as to which unit to send, or from a command officer directing a unit to take a specific action on an emergency incident.

Firefighters must be able to develop and write a report documenting, in a chronological order, the events that took place on an incident to which the writer responded.

Upon arrival at an emergency scene, the firefighter must perform “size-up” of the incident and communicate to the Dispatcher (via radio) a brief description of the incident.

Firefighters must be able to carry, drag, or restrain individuals or equipment up to 100 pounds. Varying work schedules and shift work is required, and the firefighter may be recalled for emergency duty as needed. They will be required to remove injured persons from immediate areas of hazard using drags, carries, and stretchers.

Firefighter work also involves the search for victims in a burning building. This includes use of self-contained breathing apparatus, full turn out gear, operating in extremely poor visibility and a hot environment while working in a team.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 100 pounds. As one member of a two person team who must carry a Reeve’s Stretcher with a patient weighing 220 pounds, up one flight of stairs, 100 feet down a hall way and then down one flight of stairs, resting no more than three short times. He may also be required to act as one member of a two-person team, who must lift a roller cot (weighing approximately 75 lbs.,) from street level into an ambulance. The distance from street level to the floor of the ambulance is 35”. The weight of an average patient is considered be 200 lbs.

The firefighter must be able to carry approximately 60 pounds of equipment, using shoulder bags, and other carrying devices, from an emergency vehicle into the scene of an incident. The distance from the vehicle to the patient varies. Examples of normal distances extend from the vehicle to:

- A house a short distance away.

- An office or apartments in a high-rise building using the elevator.

- An office or apartment in a high-rise building using the stairwells because the elevator is out of service.

- A car, which has run off a roadway into thick woods or underbrush

The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. Operating both as an individual and as a member of a team shall raise each size of ground ladder. Operating as an individual, he must be able to climb the full length of a ground ladder (14-35') and aerial ladder (100') and bring an "injured person" down the ladder.

The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke.

*This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities. The examples of duties are intended only as illustrations of the various types of work 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 City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change without prior notice at the discretion of the employer; as the needs of the employer and requirements of the job change.*

**Approved by:**

**Date Approved:**