

# TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

## POSITION DESCRIPTION

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|                      |                         |                           |                           |
|----------------------|-------------------------|---------------------------|---------------------------|
| <b>Dept./Div.:</b>   | Fire and EMS Department | <b>Employee Name:</b>     |                           |
|                      |                         | <b>Position Title:</b>    | Firefighter II/ EMT-Basic |
| <b>Reports To:</b>   | OIC                     | <b>Employment Status:</b> | Full Time                 |
| <b>Normal Hours:</b> | 24-hour Shifts          | <b>FLSA Status:</b>       | Non-exempt (hourly)       |

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### **JOB RESPONSIBILITIES:**

Under the direction of the Fire Chief or Designee, responds to the scene and assists victims of emergencies per departmental policy and procedures and per protocol approved by the medical director.

**QUALIFICATIONS:** Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education (high school, GED, or equivalent); negative pre-employment drug screen.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy; certified as Firefighter II/EMT-Basic by the State of Ohio; NIMS 100 and 700.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Responds to emergency scenes and functions as a Firefighter II/EMT-Basic, per departmental policy and procedures, and per protocol for level of certification as approved by the Fire Chief and medical director of Turtlecreek Township Emergency Medical Services.
2. Operates FIRE/EMS vehicles and other related equipment; assists with the routine maintenance, cleaning, and disinfecting of FIRE/EMS vehicles and equipment.
3. Responsible for reporting any incidents occurring on FIRE/EMS runs, equipment malfunctions, or other problems to the Fire Chief or Designee; enters run reports into computer; gathers and records all pertinent information; maintains accurate records.
4. Assists with the re-stocking of supplies/equipment for FIRE/EMS units after runs and during daily vehicle/equipment checks; cleans and puts away dirty equipment that has been returned from the hospital; assists with EMS unit inventories and maintaining sufficient supplies.

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Developed by:

Date Adopted: August 29, 2023

Clemans, Nelson & Associates, Inc.

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5. Participates with shift training.
  6. Responsible for the maintenance and cleanliness of personal protective clothing and uniforms as issued by the department.
  7. Demonstrates and maintains satisfactory public relations.
  8. Maintains required licensure and certification.
  19. Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Assists in the maintenance and cleanliness of the station;
2. Responds to suppression and medical emergency calls of both short and long duration;
3. Engages in emergency driving activities, including with emergency lights and siren;
4. Follows the direction of superior officers as directed by the Fire Chief;
5. Renders first aid, including CPR, at accident scenes and at calls for service;
6. Reads and studies training materials, reports, and files;
7. Writes reports and keeps/maintains daily activity logs or journals;
8. Observes events, persons, and circumstances which must be remembered and accurately related through testimony in court;
9. Physically picks up, carries, transports heavy equipment or patients to necessary site;
10. Communicates by using radio equipment and must be able to hear and speak clearly, especially when excited and under stress;
11. Performs manual labor for extended periods of time often adverse conditions;
12. Has the ability to direct and handle emergency and stressful situations;
13. Has the ability to operate necessary equipment, including a motor vehicle;

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14. Able to lift 65lbs above the head, run 1/2mile in 6mins, and drag a victim weighing less than 185lbs a minimum of 50ft without assistance;
  15. Negotiates, uses, or works with or in the vicinity of potentially hazardous geographical locations, building structures, equipment, and materials;
  16. Is able to recognize when equipment is damaged or missing and report items of concerns to Captain;
  17. Performs any other related duties as assigned;

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** Township and Departmental polices and procedures; geographic layout of jurisdiction; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical technology; proper lifting techniques; public relations.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation; use or operation of medical equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift, position, and move individuals according to established procedures; maintain fitness standards.

### **EQUIPMENT OPERATED:**

Fire apparatus, Ambulance and other emergency vehicles; emergency medical equipment; office equipment; hand tools; two-way radio.

### **POSITIONS SUPERVISED:**

Under Supervision

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### **JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:**

1. Expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with the Township's privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Township's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment or of membership or association with Turtlecreek Township Fire Department/EMS.
2. May access PHI and e-PHI only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Township operations.
3. Encouraged and expected to report, without the threat of retaliation, any concerns regarding the Township's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.
4. Expected to actively participate in Township privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Township policy.

### **ADDITIONAL/CERTIFICATION/OSHA REQUIREMENTS:**

Annual HIPAA Training  
Annual Blood Borne Pathogen Training  
Annual Protocol Test  
Maintain current CPR Certification  
Ohio State Certified EMT-Basic required at time of hiring  
State Certified Firefighter Level II

### **PHYSICAL REQUIREMENTS**

1. Submit to and pass an annual physical
2. Normal sight (corrected or uncorrected);
3. Normal audio/hearing (corrected or uncorrected);

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4. Physical mobility within the office environment as well as fire, rescue, and emergency medical situations and incidences;
  5. Is frequently confined to a sitting position or very strenuous activity;
  6. Requires the ability to get into and out of vehicles quickly and repeatedly;
  7. Medium to heavy lifting range;
  8. Major hazards and danger encountered in the work include climbing at considerable heights, smoke inhalation, and related situations;
  9. Wear SCBA and/or other respiratory protection devices, pass annual respiratory fit test
  10. Perform strenuous work, often under hazardous conditions, in potentially IDLH atmospheres while wearing full turn out gear and SCBA;
  11. Ability to work in confined spaces such as attic crawl spaces;
  12. Report clearly, legibly, verbally, and professionally;
  13. Must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials of varying types and weights, which are entrapping victims;
  14. Must be able to speak clearly and audibly into a radio microphone in order to call for back-up in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
  15. Mentally, must be able to understand, interpret, and apply principles of suppression and emergency procedure in a variety of situations;
  16. Must be able to comprehend, remember, and apply concepts involved, and must have a high degree of skill in interpersonal relations since Turtlecreek Township Fire and EMS personnel have a great deal of public contact;
  17. Must, by necessity, interact cooperatively within the Fire & EMS Department;
  18. The Firefighter II/EMT-Basic operates in a paramilitary organization and must be able to accept and obey authority;

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19. Must be psychologically stable because Fire & EMS Department personnel are frequently required to perform in emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)