

# TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

## JOB POSTING

Page 1 of 3

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<b>Dept./Div.:</b>	<b>Fire Department</b>	<b>Position Title:</b>	<b>FF 1/FF 2 – EMT/Paramedic</b>
<b>Pay:</b>	<b>\$16.50 – 19.00 per hour</b>	<b>Position Available:</b>	<b>6</b>
<b>Reports To:</b>	<b>OIC</b>	<b>Employment Status:</b>	<b>Part-time</b>
<b>Normal Hours:</b>	<b>12 &amp; 24 Hour Shifts</b>	<b>FLSA Status:</b>	<b>Non-exempt (hourly)</b>

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### JOB RESPONSIBILITIES:

Under general supervision, the Firefighter 1 or 2/EMT/Paramedic controls and extinguishes fires, responds to emergency situations where life, property, or the environment is at risk; fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance

### QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED); successful completion of the State Fire Training Program and EMT training; must meet physical and psychological requirements for firefighter, EMT, and/or Paramedic; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Must possess and maintain a valid State of Ohio EMT certification and a valid State of Ohio Firefighter Level I certification; must obtain and maintain proper authorization to practice as a Paramedic; must possess CPR/AED certification; must possess a valid Ohio driver's license and maintain insurability under the Township's vehicle insurance policy; must maintain compliance with the current addition of Standard on Comprehensive Occupational Medical Program for Fire Departments (NFPA 1582) during course of employment; and must have completed a recognized course of instruction for Fire Driver and Fire Engineer, or be able to complete a recognized course of instruction for Fire Driver and Fire Engineer within one year of appointment.

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

Performs fire prevention, suppression, and rescue activities; responds to fire alarms; makes openings in burning buildings for ventilation and entry; lays and connects hose lines; operates nozzles directing water streams; operates portable fire extinguisher, axes, and other equipment; performs salvage operations at fire scenes drives and operates department vehicles, operates fire suppression equipment; raises and climbs ladders; prevents the spread of fire and protects property from water damage; inspect fire hydrants accessibility and location; assumes command of fire or emergency scene in absence of an officer (e.g., evaluates situation, determines appropriate methods and procedures to be used); communicates with dispatcher and safety personnel in person and via two-way radio.

Performs emergency or other medical care functions based on certification level; responds to rescue calls; operates ambulance and provides emergency medical treatment to injured and ill persons (e.g., provides bandaging, administers oxygen and CPR); immobilizes fractures and administers other first aid procedures; removes persons from emergency situations; administers IVs; assists in childbirth; utilizes blood pressure cuff, stethoscope, IV kit, backboards, and other related equipment; monitors and interprets EKGs; defibrillates cardiac patients; inserts advanced airways; administers medication; monitors cardiac telemetry; maintains radio communication with hospital; performs all duties according to certification standards as set forth by the State of Ohio.

# TURTLECREEK TOWNSHIP

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Page 2 of 3

Ensures that equipment is fully prepared and functional at all times; performs general maintenance and upkeep of apparatus, equipment and fire station; performs and documents required equipment inspections as assigned; participates in preventative maintenance on fire apparatus, and station maintenance; maintains records and prepares reports regarding alarms, daily activities, supplies, and other matters relating to the department.

Reads and studies training materials, reports, evidence, and files; maintains daily activity logs or journals; observes events, persons, and circumstances, and writes reports, takes witness statements; may testify in court.

Performs inspection of buildings and properties for fire prevention ordinances.

Attends and participates in annual training as required; ensures certifications and licensures are properly maintained.

Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops to stay abreast of change in fire and emergency practices and procedures.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular and predictable attendance.

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

Performs other duties as assigned.

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

**Knowledge of:** Township goals and objectives;\* Township policies and procedures;\* emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical terminology; infectious control; local geographic area; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection technique; fire preventions laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; two-way radio operations; National Incident Management System (NIMS), National Response Plan (NRP) and Incident Command System (ICS); geographic layout of jurisdictions; safety practices and procedures; English grammar and spelling.

**Skill in:** Light to heavy motor vehicle operation; use and operation of standard firefighting equipment and apparatus; use and operation of self-contained breathing apparatus (SCBA) and/or other respiratory protection devices; use of modern office equipment; computer operation; computer programs (e.g., Microsoft Office).

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; communicate effectively; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time and often adverse conditions; lift

# TURTLECREEK TOWNSHIP

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## JOB POSTING

Page 3 of 3

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and move boards, planks, beams, timbers, rubble, wreckage, ruins, and other scattered remains of burning or destroyed houses, buildings, structures, vehicles, etc.; travel to and gain access to worksite; move quickly and effectively from one task to the other; lift, position, and move individuals according to establish procedure; identify and distinguish colors; operate fire equipment; maintain fitness standards.

### **EQUIPMENT OPERATED:**

**The following are examples only and are not intended to be all inclusive:**

Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four wheel drive patrols, fire trucks, aerial ladder trucks, utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, and sledgehammers and other EMT equipment, and firefighting tools; cell phone, two-way radios and other communication devices; computers, telephone, fax machines, copiers, scanners, and other standard office equipment.

### **POSITIONS SUPERVISED:**

None.

**Application Procedure:** Resumes/applications will be accepted at the Administrative Bldg., 670 N. State Route 123, Lebanon, Ohio 45036.

**Application Deadline: Until Positions are filled**

Posted February 21, 2019