



Newbury Fire Department

Job Description:

Part Time - Dependable - Firefighter/EMT/AEMT/Paramedic

Firefighter Job Summary: Reports directly to station officer or person in charge of shift. The firefighter acts as part of an engine, ladder or medic crew as assigned. Under the general supervision of the Chief Officers of the Fire Department, he/she performs fire suppression, prevention, and rescue activities; performs emergency medical care and functions; cleans, repairs, and maintains facility and equipment; prepares records and reports; public relations activities; and other duties as assigned.

Qualifications:

- High school diploma or GED
- U.S. citizenship
- Must be at least 18 years of age
- Must possess, and maintain, Ohio Firefighter Level I or II certification
- Valid Ohio's drivers license
- Required to pass a background check and drug screening
- Must pass medical exam by approved Newbury Fire Department medical facility
- Must possess, and maintain, state of Ohio certification as an EMT, AEMT or Paramedic

Firefighter Duties & Responsibilities: (includes but not limited to)

- Respond to fire and rescue emergencies and provide appropriate basic and advanced firefighting/rescue procedures.
- Respond to life/rescue procedures
- Operate departmental apparatus safely and effectively as assigned.
- Operate and manage hoses, appliances, tools and equipment to control and extinguish fires.
- Study street and occupancy locations within the township; study building plans and fire prevention systems in buildings within the township.
- Operate specialized rescue tools and equipment for extrication.
- Evaluate emergencies and establish appropriate incident command structure.
- Utilize accepted emergency scene management methods and techniques.
- Maintain radio communications with dispatch center and responding units.
- Act on established protocol when radio contact cannot be made.
- Maintain familiarity and comply with established department procedures and standards for firefighting, rescue, and emergency medical care.
- Participate in shift briefing with officers to inform or be informed of any existing or potential problems during shift.
- Coordinate and/or participate in special projects and public education classes.
- Respond to station for recall emergencies when off duty and available.
- Complete daily apparatus and equipment checks.
- Complete daily station duties.

- Maintain individual training and certification standards.
- Initiate or assist with safety inspections within township.
- Coordinate or assist with public education classes.
- Complete other departmental reports as requested or assigned.
- Ensure proper operation of firefighting, rescue, and life support equipment, instruments, and supplies.
- Inventory and restock firefighting, rescue, drug, medical, and facility maintenance supplies.
- Perform routine inspection, cleaning, and maintenance on building, apparatuses, and equipment.
- Maintain personal health, wellness, and physical ability.
- Maintain cleanliness and order of fire station.
- Prepare and submit run reports.
- Attend training seminars, staff and training meetings and take licensing re-examinations as required.
- Adhere to rules set forth in Newbury Fire Department Personnel Handbook and SOG's.
- Perform all other assignments as directed by the Fire Chief, Assistant Chief, officers, or person in charge of shift.

The duties and responsibilities listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Working Conditions/Physical Demands: The working conditions/physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of firefighter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions: While performing the duties of firefighter, the firefighter is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Physical Demands: While performing the duties of firefighter, the firefighter is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this position include close vision, color vision and the ability to adjust focus. Firefighting and EMS work can be very physical. Must be able to carry injured people from houses, cars etc. Must be able to carry and climb heavy aluminum ladders and work at considerable heights. Must be able to operate fire apparatus and ambulances. Must be able to work in confined spaces under little to no vision while wearing self-contained breathing apparatus. Must be able to carry and operate gas powered saws and other portable lifesaving equipment.

This position requires the emotional and psychological stability needed to work in a paramilitary environment; accept constructive criticism in a mature fashion; effectively communicate and interact positively with fellow employees and the public; function as part of a team; tolerate and function effectively under stress; deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury, and death.

This position involves working one of 2 ways:

- (1) Work a 12 hour shift, off for 2 days, work 12 hour shift. (Max. 1,500 hours/year)
- (2) Work a 24 hour shift, off for 5 days, work 24 hour shift. (Max. 1,500 hours/year)

This 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.

The Newbury Fire Department considers applicants for all positions without regard to race, color, religion, creed, sex, ancestry or national origin, age, physical or mental handicaps, marital or veteran status, sexual orientation, or any other legally protected status.

External and internal applicants, as well as firefighters who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of reasonable accommodation to be determined by management on a case by case basis.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

Applicant Signature

Date