



AUBURN HILLS
POSITION DESCRIPTION

Position: Firefighter -EMT / Paramedic – Part-time		Department: Fire	
Reports to: Fire Command		FLSA Status: Exempt	
Location: Public Safety Building	Division: Suppression	Pay Grade: N/A	
Revised: February 3, 2014	Last Reviewed:	Union: N/A	Status: Part-time

GENERAL PURPOSE

Protects life and property by supervising and performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION REQUIRED:

Works under the general supervision of a fire lieutenant or a higher ranking officer.

SUPERVISION EXERCISED

May exercise supervision over other personnel as a senior firefighter under an Incident Command Structure during operations on an incident.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs and supervises emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Instructs classes in assigned subject areas.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

PERIPHERAL DUTIES

Attends conferences and meetings to keep abreast of current trends; represents the department in a variety of local, county, state, and other meetings.

DESIRED MINIMUM QUALIFICATIONS

1. High school diploma or GED equivalent
2. Prior work experience in the area of fire fighting and EMS preferred.
3. Must be 18 years of age or older at time of employment
4. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation
5. No felony convictions or disqualifying criminal history within the past seven years
6. Must be able to read and write the English language
7. State of Michigan Fire Fighter I & II certification.
8. Hazardous Materials certification to the Operations level.
9. Nationally registered as an Emergency Medical Technician or Paramedic.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES

Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability

to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; assessment testing by Human Resources; physical agility test; medical physical with a drug screen; background check.

The duties listed above are intended only as illustrations of the various types of work that may be 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 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.

Approval: _____
Fire Chief

Approval: _____
City Manager

Approval: _____
Employee