

RIPLEY FIRE/RESCUE DEPARTMENT

APPROVED CLASS SPECIFICATIONS

I. Position Title: **Firefighter/Emergency Medical Responder**

EEO Code: Protective Service
Status: Non-Exempt

II. Summary of Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief, Assistant Fire Chief and general supervision of the Shift Commander; responsible for the care, operation and condition of fire apparatus. Provides the city with prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Respond to emergencies involving fire, medical and environmental concerns.

III. Essential Duties:

1. Respond promptly and efficiently to fire, rescue, hazardous materials and medical alarms.
2. Drive and operate department apparatus in emergency and non-emergency situations.
3. Maintain equipment on apparatus to include daily, monthly and annual testing. Test and rotate hose.
4. Clean, wash, wax and repair apparatus.
5. Complete daily, monthly and annual reports on the testing of fire and medical equipment.
6. Mow, cut and trim station lawns. Vacuum and clean building. Remove hazards. Ensure the building is ready for public inspection at all times.
7. Maintain daily maintenance records and complete maintenance and equipment reports.
8. Inspect business, public and private properties for hazards.
9. Complete daily training on fire and medical procedures. A minimum of sixteen (16) hours per person per month is required.
10. Conduct tours, lectures and video presentations. Display fire apparatus.
11. Participate in public demonstrations at local school programs and various civic and city functions.

IV. Qualifications:

Education:

Must have graduated from a standard high school or equivalent. Must meet department physical agility requirements; possess valid Tennessee driver's

license. Must meet requirements of State for FFI, FFII and Live Firefighting certification. Must attain EMR (Emergency Medical Responder) certification within twelve (12) calendar months from the date EMR training is complete and/or maintain EMR certification.

Experience: Entry level position.

Knowledge Of:

Fire Department policies and procedures; fire ground procedures including fire streams, forcible entry, water supplies, salvage and overhaul; command procedures; inspection procedures; alarm and communication procedures; medical protocols for Emergency Medical Responder program.

Responsible for:

The use of discretion and judgement in emergency situations, the care, condition and use of department apparatus, equipment and pumps.

Communication Skills:

Ability to communicate verbally and in writing; ability to write reports.

Tool, Machine, Equipment Operation:

Frequent use of fire and medical equipment; ability to work in Personal Protective Equipment (PPE).

Analytical Ability: Ability to analyze and solve problems; establish and maintain effective working relationships with the public and city personnel.

V. Working Conditions:

This job entails regular exposure to dangerous situations under disagreeable conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, etc.; frequent exposure to dangerous situations with medical emergencies, 24 hour shifts; call backs on days off to assist with emergency situations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required to personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. The updated job description supersedes prior descriptions for the same position.

Applicant Signature

Date

Medical Provider Signature
(to be provided if applicant is selected)

Date