

City of Cordova Position Job Description

Firefighter/Medic

DEPARTMENT:	FIRE
SUPERVISOR:	FIRE MARSHAL
CLASSIFICATION:	FULL TIME HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS:	HOURS: OFFICE HOURS, 0800-1600; WITH SCHEDULED DAY OR NIGHT EMS ON-CALL TO INCLUDE EVENINGS/WEEKEND RESPONSE, AND UNSCHEDULED EMERGENCY CALL OUTS
COMPENSATION:	Fire Fighter/Medic I: \$25.61-\$37.92 Fire Fighter/Medic II: \$28.10-\$41.62

SUMMARY

The Firefighter/Medic provides emergency response and staff support to the Volunteer Fire Department under the direction of the Fire Marshal.

GENERAL STATEMENT OF DUTIES

Responds to calls for service in accordance with Cordova Volunteer Fire Department (CVFD) standard operating guidelines.

Maintains the Fire Station, and all department equipment, apparatus, and supplies.

Provides & attends training for CFVD.

Educates the public in fire safety and CPR, and first aid.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responds to calls for service to include fire, medical, search and rescue, and hazmat.
2. Ability to work with minimal supervision.
3. Performs basic maintenance on all emergency response equipment, to include cleaning, tire pressure and fluid checks, and other various tasks.
4. Completes daily, monthly, semi-annual, and annual truck checkoff's/inspections in accordance with department policy and maintains records accordingly.
5. Coordinates with the Fire Marshal to fix any mechanical issues with department apparatus or equipment and to order any low inventory supplies.
6. Restocks all apparatus as necessary.
7. Performs custodial duties and basic maintenance of all fire department facilities.
8. Delivers, attends, and supports training programs to include formal fire and emergency medical training.
9. Supports planning, coordination, and implementation of public education safety programs.
10. Assists the Volunteer EMS Captain with inventory control of supplies and coordinates with the Fire Marshal to order as needed.
11. Supports record management, run reports, and fire preplans.

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12. Assist outside vendors with annual maintenance, certification testing, and other liaison activities as required.
13. Assists the Emergency Management Team with the implementation of the City's Emergency Management Plan.

MINIMUM QUALIFICATIONS

Fire Fighter/Medic I

- A. High School Diploma or the equivalent.
- B. Valid United States driver's license and ability to obtain an Alaskan Driver's License within 90 days of hire.
- C. Ability to acquire State of Alaska Airport Operations Area (AOA) access badge.

Fire Fighter/Medic II

- A. Meet all requirements for Fire Fighter/ Medic I
- B. 3 Year/s Emergency Services experience to include fire suppression techniques, EMS, and SAR.
- C. State of Alaska Firefighter I Certification
- D. EMT 2

PREFERRED QUALIFICATIONS

Fire Fighter/Medic I

- A. State of Alaska EMT I, EMT 2, or Paramedic certification or nationally registered certifications.
- B. State of Alaska Firefighter I certification.
- C. One (1) year Emergency Services experience to include fire suppression techniques, EMS and SAR.
- D. Member of Cordova Volunteer Fire Department.

Fire Fighter/Medic II

- A. EMT 3 or above
- B. State of Alaska Firefighter II Certification
- C. 5 Years Emergency Services experience to include fire suppression techniques, EMS, and SAR.

TRAINING/CERTIFICATION REQUIREMENTS

As a condition of employment, this position requires the following:

Fire Fighter/Medic I

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- A. Membership in good standing in Cordova Volunteer Fire Department within 6 weeks of hire and maintained throughout employment.
- B. State of Alaska Firefighter I certification within 1 year of hire.
- C. Emergency Medical Technician certification within 1 year of hire.
- D. State of Alaska Firefighter I Instructor certification within 3 years of hire.
- E. Completion of ICS 100, 700, 200, and 800 courses within 6 months of hire; completion of ICS courses 300 and 400 within 1 year of hire.

Fire Fighter/Medic II

- A. Membership in good standing in Cordova Volunteer Fire Department within 6 weeks of hire and maintained throughout employment.
- B. Completion of ICS 100, 700, 200, and 800 courses within 6 months of hire; completion of ICS courses 300 and 400 within 1 year of hire.
- C. State of Alaska Firefighter I Instructor certification within 3 years of hire.
- D. State of Alaska EMS Instructor certification within 3 years of hire.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of emergency operations using the National Incident Management System (NIMS) and Incident Command Systems (ICS).
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Ability to carry out emergency operations using NIMS and ICS protocols.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to respond to emergency situations appropriately and respond to directions with precision and speed.
- F. Ability to handle multiple tasks; effectively organize and prioritize workload to meet deadlines.
- G. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- H. Ability to participate in multi-day travel outside of work area to attend training and other activities.
- I. Ability to obey all safety rules and perform work in accordance with NFPA Standards.
- J. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment drug test and a background check (criminal history, verification of education and employment history) may be conducted. All required licenses and certifications must remain valid for the duration of employment.

WORKING CONDITIONS

Work is partially accomplished in a general office setting. Work may be accomplished outdoors in inclement and adverse weather conditions. Working conditions may include exposure to stressful situations and adverse environments, primarily in an environment of extreme fluctuation in temperatures, from extreme heat to sub-zero temperatures. Work may be performed in wet, muddy, and icy areas with slippery and uneven surfaces. Employee may be required to work confined spaces or in cramped body positions and/or perform work on, or in the vicinity of, moving vehicles. Employee may experience potential exposure to infectious agents, hazardous substances, high noise levels, sharp objects, vibration, smoke, dust, radiation, noxious odors, weather elements, un-insulated or unshielded electrical hazards, oil and grease, and possible burn injuries. Work is to be performed wearing protective clothing weighing 50-90 pounds.

PHYSICAL DEMANDS OF POSITION

Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to engage in extensive physical exertion such as running, climbing, jumping and dragging objects or people over and under obstacles, use both hands to feel and handle objects, tools or controls; reach with both hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee is to sit, occasionally. The employee must frequently lift and transport up to 50 pounds and occasionally lift and transport over 100 pounds.

A physical exam/medical release is required upon hire.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.