

POSITION TITLE: FIREFIGHTER/EMT-B (BASIC)

DEPARTMENT: SAFETY

DIVISION: FIRE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Fire Lieutenant

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This hourly, non-exempt position is responsible for providing fire protection and emergency medical care to the City of Bowling Green and its citizens.

JOB RESPONSIBILITIES

- Responds to fire alarms and suppresses fires
- Responds to Emergency Medical Services calls
- Presents fire safety education
- Preplans City buildings and industries
- Performs housekeeping
- Maintains station, equipment, grounds and vehicles
- Operates fire and Emergency Medical Services dispatch system
- Participates in fire and E.M.S. training
- Prepares and submits accurate reports and documentation
- Performs fire safety inspections
- Stabilizes hazardous material incidents
- Occasionally supervises less senior firefighters
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, and lift more than 100 pounds.

| REQUIRED SKILL SETS | |
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| <p>Occupational/Technical Skills</p> <p>Knowledge of procedures for fire suppression, hazardous materials incident stabilization and emergency medical response</p> <p>Ability to use EMS related equipment, firefighting equipment and Haz-mat equipment</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p>Must be able to rotate through all job duties.</p> <p>Must maintain valid Ohio Professional Firefighter and EMT certifications</p> <p>Administrative Skills</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> | <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Leadership Skills</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to instruct and train staff</p> |

| DESCRIPTION OF WORKING CONDITIONS |
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| <p>Work is performed in conditions of fumes, odors, poor ventilation, sudden temperature change, around mechanical hazards and moving objects. The activity schedule is irregular and onsite stress can be high. Must be available to work overtime, on weekends and holidays. Must be able to work outdoors in all weather conditions and to operate a vehicle in all weather conditions. Must be able to work indoors in all temperatures. Must be able to work in close proximity to others.</p> |

| EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS |
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| <p>High school diploma or equivalent; Firefighter I & II certifications, Emergency Medical Technician basic certification; one to three years of relevant experience; valid Ohio Driver' License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p> |

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.