



Job Description

Title: Firefighter/EMT

Effective: March 1, 2024

Scope and Purpose

- A. **Scope.** This job description identifies the minimum job performance requirements for career firefighters whose duties are primarily fire suppression and EMS in nature.
- B. **Purpose.** The purpose of this job description is to specify the minimum requirements for the position of Firefighter.
- C. **General.** Job performance requirements will be in accordance with the requirements of:
 - 1) Danville Fire Department policies and procedures
 - 2) **NFPA 1500** (Standard of Fire Department Occupational Safety and Health Program)
 - 3) **NFPA 1001** (Standard for Firefighter Professional Qualifications)
- D. The current employee evaluation tool will be used.

2. Job Summary

- A. To perform various duties associated with firefighting, fire protection, emergency medical intervention, technical rescue, natural disaster response, and hazardous materials response, in the manner outlined in the department mission statement.
- B. To serve the community in the saving of lives and property; and to assist in general maintenance and operation of equipment and facilities.

3. In General

- A. The work is performed under the general direction of Lieutenants, Captains and Battalion Chiefs, and includes but is not limited to the following:

4. Essential Functions

- A. Must timely don the appropriate Personal Protective Equipment, and onto Emergency vehicles quickly when responding to an emergency call, regardless of what they may be doing at the time the emergency arises.
- B. Must observe and comply with all department safety guidelines while performing emergency and non-emergency functions.
- C. Think quickly and obtain the appropriate information to deal with each unique situation.
- D. Laying and connecting hose, holding nozzles and directing water streams.
- E. Positions, raises and climbs ladders to gain access to upper floors or achieve rescue.

- F. Proper use of portable extinguishers.
- G. Proper operation of both hand and power tools
- H. Performs salvage and overhaul operations.
- I. Administers emergency medical care to injured civilians and personnel.
- J. Work cooperatively with co-workers as well as the public.
- K. Communicate over radio, as well as in person, and in writing.
- L. Drives/Operates fire apparatus and operates pump and other equipment associated with Firefighting, rescue, salvage and maintenance as directed by officer in charge.
- M. Enters burning buildings, and environments routinely known to be Immediately Dangerous to Life and Health (IDLH) to accomplish extinguishment, rescue, overhaul and all aspects of incident mitigation and stabilization.
- N. Advances charged and uncharged hose lines and applies extinguishing agents to fires.
- O. Climbs or crawls as necessary to accomplish fire extinguishment, rescue or personal safety.
- P. Carries or moves heavy equipment and/or objects necessary to accomplish fire extinguishment or rescue.
- Q. Perform horizontal and /or vertical ventilation of structures when required.
- R. Be able to work under adverse conditions.
- S. Properly use Self Contained breathing apparatus.
- T. Knowledgeable at the awareness level in rope rescue, water rescue, trench rescue, confined space, grain bin, and structural collapse.
- U. Knowledgeable to the operations level of Haz-Mat.
- V. Attend all meetings, training, activities, and all the duties as required by a supervisor, officer or the Fire Chief.
- W. Knowledge of DFD Rules, Regulations, and Standard Operating Guidelines (SOGs).
- X. Ability to check all forms of department communications for job related information.
- Y. Possess a basic working knowledge of primary and secondary districts, the town and surrounding areas. Have ability to distinguish coordinates, utilize maps, and accurately distinguish address and street signs.
- Z. Possess the ability to decipher written information, and to keep complete and accurate logs or records.

5. Emergency Medical Services Requirements

- A. Emergency Incident Response – respond to 911 calls as dispatched. The firefighter/EMT will stabilize; treat and either assist in transport or transfer patient care to another on scene provider. Operating under medical direction and all BLS Hendricks County Protocols.
- B. Possesses complex knowledge and skills necessary to provide appropriate patient care and transportation, functioning as part of a comprehensive EMS and fire response.
- C. Performs interventions with the basic life support equipment available, within the EMT's scope of practice.
- D. Demonstrates competency of BLS EMS protocols and procedures in the following areas, including but not limited to, Trauma/Medical Assessment, Cardiac Arrest Management, Airway Management, Spinal Immobilization, and Bleeding/Shock Management as defined in the paramedic scope of practice.

- E. Maintains an appropriate and acceptable work environment and ensures all equipment is in working order to promote quality emergency medical care at the time of service.
 - F. Decontaminates all equipment after patient care is completed, following appropriate disinfecting procedures, and ensures all equipment is ready for the next run.
 - G. Collaborates with all members of the EMS, fire and healthcare team(s) to coordinate the medical care of the patient.
 - H. Operates emergency vehicles and equipment in a safe and prudent manner, adhering to all departmental policies, procedures, and applicable ordinances or laws governing such operation.
 - I. Completes all patient care documentation in a timely manner as to comply with departmental policies as well as state requirements.
6. **Additional Requirements**
- A. Wearing a proper duty uniform and maintaining a neat and clean personal appearance.
 - B. Possess and maintain a valid Indiana Driver License.
 - C. Participate in Fire Department yearly physical exam.
 - D. Conduct tours of stations as needed.
 - E. Participate in daily, weekly and monthly shift duties as assigned.
 - F. Write and maintain accurate written records and enter required reports into the department electronic records management system.
7. **Working Conditions and Physical Abilities**
- A. Work in various indoor settings, including living quarters and office areas.
 - B. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps as:
 - 1) Limited visibility
 - 2) Exposure to hazardous or toxic chemicals or gases
 - 3) Extremes in temperatures
 - 4) Cramped surroundings
 - C. Contact with death, emotional stress, trauma, contagious disease and terminal illness.
 - D. Exposure to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, as well as atmospheric conditions such as smoke, fumes odors and gases.
 - E. May be required to communicate clearly in noisy and stressful situations.
 - F. Must pass the current Work Performance Evaluation annually.
8. **Employment Requirements**
- A. Set by the department process for sworn employees and must maintain those minimums requirements for each sworn position.
 - B. Must maintain a valid Indiana Emergency Medical Technician certificate.
 - C. Must maintain a valid CPR certification.

The job description for the position of Firefighter/EMT in the Danville Fire Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant signature: _____ Date: _____

Signatures can be digital, or printed and signed for submission along with resume and certifications.