

Job Description

Ecorse Fire Department Part-Time Firefighter/EMT

DEFINITION

The Part-Time Firefighter/EMT responds to alarms and protects life and property by performing firefighting, emergency medicine, hazard control and other duties as assigned, they also maintain fire and emergency medical equipment, apparatus, and facilities. This position is an “at will”, part time (less than 29 hours per week), non-exempt position.

CHARACTERISTICS

This is an entry-level position. Employees at this level are involved in the direct delivery of services of the Fire Department, at the direction of the Public Safety Director and/or Shift Commander or his/her assigned representative. Part-Time Firefighter/EMTs shall work under the direct supervision of the full time staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Being honest and forthright.
- Works effectively in, and is supportive of, the team environment.
- Maintains positive working relationship with the public, staff, and City Administration.
- Responds to emergency calls as dispatched within the City of Ecorse, and on mutual aid assignments.
- Provides BLS and first aid treatment in accordance with Michigan laws, Michigan Department of Community Health Services rules and regulations, HEMS protocols, and hospital directions.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment and overhaul.
- Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
- Operates radios and other communication equipment.
- Participates in inspections of buildings, hydrants and pre-planning target hazards.
- Performs general maintenance work in the upkeep of the fire and emergency medical equipment, apparatus and facilities.
- Presents programs to the public on safety and fire prevention topics.
- Completes the Departments minimum required training hours annually.
- Maintains required certifications in fire and emergency medicine.

MINIMUM QUALIFICATIONS:

- Be 21 years of age or older.
- Have a high school diploma or GED.
- Must possess a valid Michigan State driver’s license and have a satisfactory driving record.
- Be legally eligible to be employed in the United States.

- Meet insurability requirements of the City's insurance carrier.
- Live within the State of Michigan and within the State minimum of 25 miles of the Ecorse Fire station.
- Must be able to read, write and speak the English language.
- Have the following certifications:
 - Michigan State Certified Firefighter 1&2.
 - State of Michigan EMT License, and BLS certification.
 - Haz-Mat Operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of...
 - Fire suppression and prevention principles
 - Emergency medical and rescue techniques and their applications
 - Computers and basic software programs, i.e. Microsoft Word, Excel.
- Ability to...
 - Apply standard firefighting and emergency medical techniques
 - Follow verbal and written instructions
 - Handle the arduous physical requirements of the job under stressful and adverse conditions
 - Take effective decisive action under stressful and adverse conditions
 - Effectively communicate in both written and verbal format

TRAINING SCHEDULE

- During the initial 6 week training period reserve firefighters will be required to work three (3), eight (8) hour shifts per week, for a minimum of 144 hours.
- At the Director's discretion, this training period may be extended until he feels that the trainee has reached the level of ability required to perform the job.

NORMAL WORK SCHEDULE

- Part-Time Firefighter/EMTs will normally be scheduled for up to one (1) twenty four (24) hour shift per week, and sometimes more or less depending on departmental needs, but never over 29 hours per week.
- There may be times when no shifts are available during the initial scheduling period; in this case the employee would be placed on a roster, to be called in if needed.
- Normally shifts run from 0800 to 0800 however; partial shifts may also become available.

PHYSICAL DEMANDS:

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

While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to the finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch,

crawl, and smell. Personnel must be able to frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Candidate must have 20/20 vision or vision that is correctable to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations.

Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities then noise levels may be extreme. *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 member and is subject to change by the employer as the needs of the employer and requirements of the job change.