

**CITY OF GUTHRIE, OKLAHOMA
JOB DESCRIPTION**

Position Title: FIREFIGHTER/EMT
Department/Division: FIRE
Immediate Supervisor: LIEUTENANT
FLSA: NON-EXEMPT
Work Site: FIRE STATION AND FIELD
SCHEDULE: ROTATING SHIFT, 24 HOURS PER SHIFT
(56 HOURS PER WEEK)
POSITION MAY REQUIRE ADDITIONAL HOURS
Position Supervised: NONE

Job Summary:

Under the general supervision of the shifts' Captains, Firefighters/EMTs provide emergency medical services to save lives and property, providing a high level of customer service and professionalism.

Typical Duties and Responsibilities:

- A. Rides and/or drives all department vehicles, as assigned.
- B. Directs fire stream and extinguishes fire, in a variety of situations, including residential dwellings, commercial buildings, grass fires, aircraft crashes, and vehicle fires.
- C. Performs various rescue duties including removing victims from occupancies filled with heat, smoke, or toxic gases and freeing victims from trapped vehicles.
- D. Administers medical aid to victims as required.
- E. Assists in the inspection of fire fighting and ambulance apparatus, and the maintenance and upkeep of equipment, in order to insure proper operation, and reports any mechanical failures to supervisor.
- F. Completes required fire reports, patient care reports and daily check off sheets as directed.
- G. Attends training and drill sessions to receive instructions in all aspects of fire fighting and emergency medical techniques.
- H. Performs salvage and overhaul as required.
- I. Participates in pre-fire planning in assigned districts.
- J. Responsible for routine maintenance and upkeep of fire station and grounds.

- K. Assists in fire prevention activities as necessary.
- L. Certified as an EMT Basic upon employment, as required by Oklahoma State Department of Health, and performs EMS duties as required.
- M. Adheres to all components of the Fire Department's SOG and City Policy.
- N. Performs other duties as assigned.

Knowledge, Skills and Abilities (Minimum Job Requirements):

- A. Knowledge of fire fighting, rescue techniques and fire department operations.
- B. Knowledge of equipment maintenance and standards.
- C. Knowledge of other city departments and how they relate to the Fire Department.
- D. Knowledge of city streets, hydrant locations and water system.
- E. Knowledge of correct safety policies, procedures and regulations, and the Fire Department's SOG.
- F. Ability to perform the four basic arithmetical functions (multiplication, division, addition, subtraction), including decimals.
- G. Ability to operate the department's fire fighting equipment.
- H. Ability to perform emergency medical techniques.
- I. Ability to develop and utilize pre-fire plans.
- J. Ability to establish and maintain effective working relationships with peers, other city departments and the public.
- K. Ability to control emotions and actions in stressful situations.
- L. Ability to follow oral and written instructions.
- M. Ability to effectively communicate through written and oral communication.
- N. Essential that employee possess a valid Oklahoma driver's license and be insurable.
- O. Essential that employee maintains National Certification as an EMT (i.e. EMT-B, EMT-I, EMT-P), as required by the Oklahoma State Department of Health.

- P. Must possess a high degree of motivation to develop career, department's goals, and customer service.

Physical Requirements:

- A. Ability to withstand heavy physical activity.
- B. Must be able to lift, carry or pull weights up to 50 pounds on a frequent basis and up to 200 pounds on an infrequent basis, such as lifting and carrying bodies in emergency situations.
- C. Rely on speech, as well as senses of sight, hearing, and smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in emergency situations.
- D. Work for long periods of time, requiring sustained physical activity and intense concentration.
- E. Ability to use manual and power tools in the performance of duties.
- F. Ability to communicate forcefully and effectively during emergency situations.

Environmental Conditions:

- A. Environmental conditions such as extreme weather conditions and bodily injury may occur when performing fire related duties in the field.
- B. Work may be subject to time pressures, noisy and distracting environment, irregular work schedule, frequent changes to tasks, working closely with others, poor visibility and limited mobility, at heights, and in enclosed or confined spaces.
- C. Performs a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.
- D. Work in areas where sustaining traumatic or thermal injuries is possible.
- E. Face potential exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- F. Face potential exposure to infectious agents such as hepatitis B or HIV.
- G. Ability to tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees Fahrenheit), humid (up to 100 percent) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.

- H. Experience frequent transition from hot to cold and from humid to dry atmospheres.
- I. Ability to spend extensive time outside exposed to the elements and work in wet, icy, or muddy areas.
- J. Exposure to grotesque sights and smells associated with major trauma and burn victims.

Education, Certification and Experience Requirements:

- A. Must be at least eighteen years of age.
- B. Must possess a high school diploma or equivalent.
- C. Must have a valid Oklahoma Driver's License and driving record must meet or exceed guidelines as set forth by the City of Guthrie.
- D. Must be certified as EMT/basic. Firefighter I within eighteen months of employment.

Note: The above statements are intended to describe the general nature and level of work being performed by the persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.