

**Career Firefighter-Driver/EMT**

**Job Description:**

The primary function of a Longwood Firefighter-Driver/EMT is to protect the community from incidents requiring emergency services intervention, promote an environment of public safety through fire prevention and life safety inspections, equipment and facility maintenance and training dealing with all aspects of our authorized operations. An employee assigned to this classification is primarily designated to drive and operate the Fire, Rescue and EMS apparatus during emergency responses unless assigned to a different riding position by a line officer or first acting member of the company. This position may also require the employee to function in an EMS environment, to include but not limited to; staffing the EMS units or providing patient care to persons requiring aid.

**Essential Functions:**

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees assigned to this position are responsible for all other duties as assigned.

* Responds to fire alarms, drives and operates fire company apparatus.
* Responds to fire alarms and extinguishes fires.
* Responds to calls for emergency medical services and renders basic life support aid.
* Responds to rescue calls and performs those functions as assigned.
* Performs salvage operations such as throwing salvage covers, sweeping water and removing debris, etc.
* Cleans and inspects equipment and apparatus after emergency incidents as required or assigned.
* Inspects equipment and apparatus and notifies the appropriately assigned officer of any defects.
* Makes repairs to equipment and apparatus, performs routine preventative maintenance tasks and keeps records of such activities.
* Keeps the fire station, equipment and grounds in clean and orderly condition.
* Participates in training activities and inspections sessions as assigned.
* Acquires and retains a thorough knowledge of the first and second due districts, including streets, buildings, water supply, unusual hazards and related items.
* Performs various public information and education tasks.
* Enters fire, rescue and ems incidents responses, training (on occasion), life safety inspections (on occasion) and daily activities into the authorized records management systems (Emergency Reporting).
* Assist the EMS engineer with maintenance and preventative care of the designated EMS units.
* Performs all work duties and activities in accordance with Longwood Fire Company policy and procedures, standard operating guidelines/policies, best work practices and applicable local, state and federal statutes.
* Works in a safer manner and reports unsafe activity and conditions.

**Other Duties and Responsibilities:**

* May respond to emergency calls for specialized service such as hazardous materials, technical rescue incidents, motor vehicle extrications and environmental incidents.
* May respond to non-emergency calls for incident notifications, fire prevention demonstrations, and fire company inspection activities.
* Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events when necessary during on-scene operations.
* May be required to function as a unit officer in charge or incident commander when the authorized operational management staff are absent from incidents.

**Knowledge, Skills and Abilities:**

Knowledge of:

* The geography of the Longwood Fire Company Fire and EMS primary response district and surrounding second due response districts, (or the ability to quickly learn this information), including the streets systems, township boundaries, hydrant and static water supply locations, the layout and location of public utilities and potential hazardous material or substances, waterway access points and East Penn Railroad locations.
* Specialized firefighting vehicles and equipment.
* Specialized technical rescue vehicles and equipment.
* Current strategies for all types of fire such as wild-land, commercial, residential, flammable and combustible liquids, vehicle and railroad, etc.
* Emergency Medical Technician techniques and related medical equipment (preferred).
* Basic mathematical and science skills.
* Pre-Incident planning and documentation process.
* Emergency Incident records systems (CAD printer and MDC), communications equipment and use (Chester County 800MHz, Longwood private repeater, Delaware County Fire Radio and New Castle County Radio), Company records management software (Emergency Reporting, Longwood Fire Company website and I AM RESPONDING program).
* Computers and related software.

Ability to:

* Make determinations as to the best course of action for fighting fires or responding to other related emergency situations.
* Work under extremely stressful situations, day or night, which result from a fire or other emergencies, including the responsibility of remaining calm and carrying out all duties with the recognition of the threat to life and property.
* Successfully meet the Longwood Fire Company training curriculum and skills evaluation process.
* Successfully pass an annual NFPA physical.
* Work within a command structure requiring strict adherence to following orders.
* Work in a team environment under extremely stressful situations and within the fire station environment.
* Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
* Learn and correctly apply routine Company policies, procedures, guidelines and directives.
* Read, comprehend and follow simple oral and written instructions, and to understand and apply available guidelines to varied operational requirements.
* Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
* Demonstrate integrity, ingenuity and inventiveness in performs of assigned tasks.
* Operate a personal computer using program applications appropriate to assigned duties.
* Communicate effectively both orally and in writing, with the public and other staff/members of the company.

Supervision Received:

This position will report directly to the Office of the Fire Chief or other designated individual.

Supervision Exercised:

None unless functioning as a Unit OIC or Incident Commander.

**Minimum Qualifications:**

* High School diploma or GED equivalency; and
* 21 years of age.
* 5 years of continuous active status with a fire company as a suppression responder
* PA Dept. of Motor Vehicle Class B license
* Pro-Board Firefighter I
* Pro-Board Firefighter II
* PA State Fire Academy Pumps I & II
* PA State Fire Academy Aerial Apparatus Operator
* PA State Fire Academy Emergency Vehicle Operator Course
* PA Dept. of Health Vehicle Rescue Technician
* PA DOH or National Registry EMT-B
* Current First Aid, CPR and AED
* PA State Fire Academy Hazardous Materials Operations with current refresher
* Clean driver license history with no moving violations within the last 3 years.
* Clean criminal history

Desirable Qualifications:

* Pro-Board Fire Instructor I
* Pro-Board Fire Officer I
* Pro-Board Fire Inspector I

Training required once employed:

* Pro-Board Driver Operator: Pumper, Aerial and Mobile Water Supply
* Pro-Board Confined Space Rescue Technician I&II
* Pro-Board Vehicle and Machinery Technician
* PA Fish and Boat Swift Water rescue track
  + Awareness, Water Rescue Emergency Rescuer, PA Boaters Card, Emergency Boat Operations and Advanced Lines Rescue.
* Any class assigned by the Fire Chief

**Essential Physical Abilities:**

The primary duties of this classification are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

* Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
* Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting.
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

**Schedule:**

* This position works a 40 hour, non-exempt, work week.
  + The current position is schedule Monday to Thursday, 0700-1700, 10-hour shift.
* There will be times, on occasion, where the schedule may need to be adjusted with minimal notice to accommodate a lack of staffing.
* At times, forced mandatory overtime may be warranted with minimal notice.

**Date Authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**