



## JOB DESCRIPTION

Division/Department:	Fire
Location:	400 W Johnstown Road, Suite 210
Job Title:	Firefighter Specialist
Reports to:	Company Officer in Charge

Type of position:	Hours: 56/ week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

### SUMMARY

Preserve and protect life, property, and environment through fire extinction, suppression and containment, emergency medical services, search and rescue, hazardous materials response, and disaster relief assistance.

### SUPERVISORY RESPONSIBILITIES

May be assigned to acting officer role as needed

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to fire, EMS, search and rescue, and special operations incidents
- Perform firefighting tasks, whether assigned to Engine, Ladder, Rescue Company, or Medic
- Perform emergency medical care and other special operation activities at certificate level
- Operate fire apparatus and other vehicles in emergency mode
- Participate in the regular care and maintenance of fire, EMS, search and rescue, and special operation apparatuses, gear, tools, equipment, and supplies
- Participate in assigned firehouse care, cleanliness, and maintenance
- Participate in training, public education, and special duty assignments
- Perform other duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES



- Knowledge of and compliance with all Township and division-specific policies and procedures
- Knowledge of and compliance with fire, search and rescue, EMS, and special operation regulations and guidelines
- Knowledge of fire extinction, suppression, containment, and prevention practices and procedures
- Knowledge of emergency medical services practices and procedures
- Knowledge of special operation practices and procedures (HAZMAT, flood, and other natural disaster relief, etc.)
- Knowledge of geographical jurisdiction and mutual aid service areas
- Ability to operate and maintain fire, search and rescue, EMS, and special operations apparatus, equipment, gear, tools, and supplies safely and appropriately
- Ability to respond to emergency incidents with a sense of careful urgency, purpose, and intention
- Ability to accept and follow spoken and written directions
- Ability to properly use and maintain handheld communication radio, MDT, and other industry-related technology
- Ability to maintain all required licensures and certifications without lapses
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to use basic Microsoft Office 365 and Fire and EMS-related software and applications
- Ability to use a personal computer and other modern standard office equipment

#### OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; team player; establishes and maintains respectful and effective interpersonal relationships; committed to lifelong personal and professional growth and development
- **Communication** – uses active and attentive listening skills; responds rather than reacts; communicates with people in physical, psychological, and emotional distress with patience, compassion, and respect; regularly checks email and other forms of communication to stay current on Township and division-specific news, information, events, and requirements; creates and submits detailed, clear, accurate, and timely incident reports
- **Decision Making** – maintains logic, reasoning, and problem-solving ability under pressure; decisive and deliberate; discerning; confident; objective/unbiased; pays attention to details
- **Health and Wellness** – commits to a regular fitness schedule; demonstrates resiliency and a positive and optimistic attitude and perspective



## PHYSICAL REQUIREMENTS

- Always maintain a physical fitness level and a body weight that meets NFPA standards
- Often wear an encapsulating and insulated personal protective ensemble and self-contained breathing apparatus (SCBA) while performing firefighting tasks
- Often endure periods of prolonged extreme physical exertion
- Often operate from heights and climb stairs, ladders, poles, ramps, etc.
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Often walk, run, jump, crawl and generally traverse over all types of surfaces and terrains
- Often lift, carry, push, pull, drag the actual or equivalent weight of an infant (5+ pounds) to that of a morbidly obese individual (200+ pounds)
- Often endure extreme temperatures and weather conditions for prolonged periods of time
- Sometimes navigate and operate in tight, dark, and narrow enclosed spaces
- Often endure sustained awkward positions
- Often exposed to hazardous substances, conditions, and situations
- Always distinguish color, depth, and have good peripheral vision
- Often sit, stand, bend, reach away from body and overhead
- Always hear, read, write, understand, and clearly articulate the English language

## LICENSURE AND CERTIFICATION REQUIREMENTS

- Firefighter II certification
- Paramedic certification

## OTHER MINIMUM REQUIREMENTS

- High School Diploma or GED
- Valid Ohio Driver's License
- Ability to work 24-hour shifts every third day and overtime

***This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.***

PRINT EMPLOYEE NAME:



EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED: