



# FIREFIGHTER/EMT

## JOB DESCRIPTION

<b>Department:</b> Fire	<b>Division:</b> Suppression
<b>Work Location:</b> Depends on assignment	<b>Percent Time:</b> Full-time (100%)
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Company Officer	<b>Union:</b> IAFF

### JOB SUMMARY:

Firefighter/Emergency Medical Technicians (FF/EMT) serve the Urbana community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform duties in the following general categories: fire suppression, emergency medical aid or rescue, hazardous material responses, training, building inspections and public education. A FF/EMT normally works under the supervision of a company officer and is expected to function effectively as part of a highly trained team. Normal work duties are often performed under adverse conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

### Essential Functions:

- Actively supports and upholds the City's mission and values.
- Responds to fire, rescue and emergency medical events, hazardous materials response/mitigation, and non-emergency requests for help or assistance. In the performance of these duties, the Firefighter/EMT places equipment, lays and connects hose; operates high-capacity pumps and directs water streams; raises and climbs ladders; uses chemical extinguishers, safety belts, lines and hooks and uses self-contained breathing apparatus. May enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment and rescue injured or trapped victims. Also responds to requests for pre-hospital emergency medical care and transport of sick or injured persons, setting up and/or operating oxygen and auto-defibrillation equipment, administering pre-hospital emergency medical care to the sick and injured and performing other related work as assigned.
- Studies and practices training drill routines and firefighting principles; practices equipment operation, equipment maintenance, and first aid.
- Maintains department property; washes hose; washes, cleans, and tests apparatus and equipment; cleans and maintains building.

- Performs extrication using basic hand tools and/or specialized hydraulic equipment designed for that purpose; provides emergency medical service to the public utilizing basic life support and/or Emergency Medical Technician training; routinely prepares and submits reports for these activities.
- Assists in fire code maintenance inspections; assists Fire Prevention Division with programming; tests alarm systems, sprinkler systems, and stand pipes; participates in hose testing and pump testing; prepares inspection reports.
- Participates in fire training activities; attend continuing and advanced training sessions, which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- May perform duties of Engineer when assigned as a result of temporary upgrade.

**Public Service**

- Educates the public by inspecting smoke detectors, attending public gatherings to ensure public observance of fire safety, and conducting station tours. Explains medical procedures and fire ground operations to patients, families, and victims. Ensures all information is presented in a consistent, accurate manner.
- Provides and demonstrates outstanding customer service. Establishes the example for peers to follow by using creativity, compassion, sincerity, and going beyond expectations.

**Teamwork**

- Participates as an engaged member of a fire company. Assists in completion of station duties related to the professional, sanitary, and orderly condition of the fire station. Assist in performing assigned truck checks on vehicles and apparatus. Ensure well-stocked cleaning and other needed supplies.
- Participates actively on teams. Participate in team projects, contribute to team effort, and consider impact of individual actions on the team.

**Professionalism**

- Acts professionally by treating everyone with respect and focusing on the mission. Demonstrates trustworthiness, respect, responsibility, fairness, caring, citizenship, and self-discipline.
- Learns, embraces, and models the mission and vision of the City and UFD through words and actions.
- Demonstrates strong ethical standards. Remains mindful of representing the City at all times.
- Models a strong work ethic demonstrated by remaining focused until the task is complete; assists others when needed, goes beyond the scope of regular job duties. Understands importance of professional conduct at all times while on duty.
- Displays a positive attitude: focuses on opportunities and solutions and reduces negative discussion within department. Focuses on future improvements, not past failures.

- Manages time effectively: timely responds to requests, promptly attends meetings, and consistently meets deadlines.
- Performs other related duties as assigned.

## **JOB REQUIREMENTS**

### **General Requirements**

- At least 21 years of age and under 35 years of age, unless previously a full-time firefighter in Illinois as noted under state statute (65 ILCS 5/10-1-7.1), at the time of the written examination;
- Must be U.S. Citizen or legally authorized to work in the U.S. (must meet I-9 requirements);
- Applicants must possess good character and meet all requirements of the Civil Service Commission and the State of Illinois.
- Must possess a high degree of integrity, initiative, and strong work ethic with the ability to detect and avoid conflicts of interest;

### **Knowledge, Skills and Abilities**

- A general knowledge of the elementary principles of mechanics;
- Must provide proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date. CPAT and Ladder Climb certification must also be valid at time of a conditional employment offer.
- No felony convictions and no misdemeanors which preclude service as a Firefighter by statute (65 ILCS 5/10-1-7.1(i));

### **Ability to:**

- Successfully complete an intensive training program including but not limited to the principles and methodologies of firefighting, emergency medical services and rescue work;
- Read and interpret building construction plans, technical manuals, and procedural guidelines;
- Exercise sound, independent judgment;
- Understand and follow oral and written instructions as found in Standard Operating Procedure Manuals, D.O.T. Emergency Response Guidebooks, etc. and learn from written various training materials;
- Think and act quickly in emergency situations;
- Effectively communicate verbally and in writing;
- To react appropriately, quickly, and calmly under stress while deal effectively and courteously with associates and the general public;
- Ascend and work at heights required in emergency operations which may involve the tallest structures responded to by the Urbana Fire Department;
- Work in a limited or no visibility environment and in tight or confined spaces,

- Perform the essential functions of the job without posing a direct threat to the health and safety of others;
- Work extended hours over 40 per week or 8 per day and/or irregular hours;
- Satisfy Background Standards.
- Learn geographical locations in the city, city streets, and the layout of the community and street system.
- Drive any and all departmental apparatus and other emergency vehicles in emergency situations; positions apparatus; makes hose connections; operates pumps, ladders and specialized rescue and EMS equipment.

#### **Experience, Education, and Training**

- Graduation from high school or equivalent.

#### **PHYSICAL REQUIREMENTS**

- Must successfully complete a pre-employment physical ability and fitness assessment;
- Must successfully complete a pre-employment psychological examination in order to be employed;
- Must successfully complete and pass a pre-employment medical examination, including drug testing;
- Must maintain physical fitness requirements as established by Urbana Civil Service Commission including but not limited to vision and hearing standards to assure satisfactory performance of the essential functions of the job;

#### **Licenses and Certifications Required**

- State of Illinois driver's license or an equivalent driver's license from another state.
- State of Illinois Class B driver's license or obtain one within one (1) year of employment.
- Successful completion and maintenance of an EMT-B certification (or advanced certification) within the probationary period.
- Must successfully complete CPR certification.

#### **Special Requirements**

- Must successfully complete an annual physical as determined by the Fire Chief.
- Must continue and successfully complete all required formal education and training in specialized areas such as fire prevention, hazardous materials, and fire ground organization to ensure current knowledge of developments in the field of firefighting.

## Supplemental Information

### Physical Demands and Working Conditions

Work involves performing hazardous tasks under adverse conditions, including physically demanding labor, emotionally stressful situations, and extreme weather. Works around hazardous chemicals, gases, smoke, and fire, where the possibility of exposure to radiation, infection, and/or toxins (fumes, gases, asbestos, etc.) exists. Works in and around dangerous buildings in confined spaces and at various heights and in close association with others. Duties includes responsibility for welfare and lives of others. Job requires working extended hours over 40/week or 8/day or irregular hours without regard to weekends and holidays.

Frequently/Routinely: walk; crawl; climb ladders and stairways; sit for long periods of time; stand for long periods of time; lift, carry, push, or pull heavy weight; bend, squat, kneel, or twist; reach to ground level and overhead; hold and grip objects; work at heights of 100 feet or higher as required by emergency situations; observe situations, identify appropriate instructions; observe and move about fire scenes, identify appropriate actions. Physical strength and agility sufficient to perform strenuous work in a variety of situations including adverse weather conditions. Able to climb ladders and work at considerable heights and in confined spaces.

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### Class Specification History

- General revision: 4/24/2019
- General revision: 2/25/2013

*For HR/Finance Use*

<b>Title Code</b> 3341	<b>Pay Grade</b> 501/502
<b>EEO Category</b> 4– Protective Services	