

CITY OF CARLIN

Position Description

Title: **Firefighter /
Emergency Medical Technician (EMT)**
Reports to: **City Manager, Fire Chief**
Department: **Fire/Ambulance**

Status: **Non-Exempt**
Location: **Fire Department**
Job Description Update: **06/05/2020**

Pay Grade: **20 – \$17.38/hour**

General Purpose of Position:

The primary duty of this position is Emergency Response to fires and medical emergency functions in the Fire/Ambulance Department of the City of Carlin. Additionally, the position assists in the management of the daily operational functions under the direction of the City Manager and Fire Department Chief, including scheduling of vehicle and equipment maintenance, training of city staff and volunteer firefighters when assigned, scheduling of any necessary additional training, maintenance of Fire Department records, management of Fire Chief assigned Fire Department and Ambulance programs, assisting in budget preparation and other work as assigned.

Essential Duties and Functions : (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

- Responds to fires and medical calls as a Firefighter / EMT, performing all duties as required on the fire ground to mitigate the emergency, assists victims and renders emergency medical care pursuant to the scope of training
- Responsible for the care and proper operation of all Fire/Ambulance vehicles and performs routine maintenance and arranges and schedules other comprehensive maintenance as required
- Operates all firefighting equipment, including extrication equipment, and SCBA
- Prepares and presents legible and concise information in written and/or oral form to the Fire Chief, Assistant Fire Chiefs, Courts and other law enforcement agencies
- Assembles, sorts and tallies information for reports for local, state and federal governmental agencies
- Cooperates and provides information to County, State and Federal Fire agencies as appropriate on issues involving the Carlin Volunteer Fire Department
- Testifies in court proceedings as required

- Tracks inventory, departmental supplies and materials and ensures that needed items are ordered in a timely fashion and that they are received once ordered
- Attends regular and mandatory training sessions as required
- Assists in preparation of budgets
- Prepares purchase orders for Fire Department Services and Supplies and ensures compliance with the City's Expense Management and Purchasing Control policy
- Performs administrative and support duties and related functions in assembling and maintaining records and reports from rough data and hand-written drafts.
- Maintains records and filing systems, administrative files and computerized records and back up for the Fire /Ambulance Department
- Initiates and seeks grants funding and assists Fire Chief in researching and preparing grant requests for Fire/Ambulance equipment, personnel and vehicles
- Assists and participates in all community related projects as directed by the City Manager or Fire Chief.
- Operates radio as needed and acts as a local dispatcher as needed, answers telephone calls and relays factual information to the officers
- Interacts professionally with visitors and callers and personally assists them or directs them to the appropriate department or individual for assistance.

Other Duties:

As assigned by the City Manager, Fire Chief or City Administration chain of command

Qualifications for Employment:

Knowledge and Abilities:

Knowledge of

- Fire/ambulance policies and practices
- Basic principles of accounts payable and receivables
- Inventory control processes and record keeping
- Office procedures, filing systems, confidentiality requirements

Ability to

- Pass a background investigation
- Possess an EMT Intermediate certification
- Use designated computer software

Required Certifications and Licenses:

- Must have a current State of Nevada Basic EMT certification, entry level firefighter certifications, and hazard material operations certification
- A valid CDL Class B with tanker and air brake endorsements, Nevada driver's license and ability to maintain same.

Training & Experience

- Must have earned a high school diploma or equivalent
- Minimum of 1 year successful experience in medical billing and collections
- Minimum of 1 year experience in general office functions, communications and records management, or any equivalent combination of training, education and/or experience, which demonstrates an understanding of and ability to manage general office functions, public administration, communications and records

Tools and Equipment Used:

- Fire/Ambulance vehicle
- Emergency first aid equipment, e.g. defibrillator, monitors, etc.
- Fire radio, pager, cell telephone
- Personal computer, including word processing and spreadsheets
- Telephone with modem capabilities, fax machine, typewriter, 10-key calculator and Copy machine.

Physical and Mental Requirements:

- The employee must frequently lift or move objects weighing up to 50 pounds and occasionally lift and/or move objects up to 100 pounds.
- Employee must be able to answer and talk on a telephone and interface with the public, law enforcement personnel, city officials and other staff.
- Position requires bending, reaching, squatting, and stretching.
- Position may be required to sit at a desk for prolonged periods of time.

- Position must be able to communicate over the fire radio.
- Position may be subjected to loud noises such as sirens in close proximity and must be able to communicate under such conditions.
- Position may have to perform tasks effectively while subjected to smoke, fumes, chemicals, extreme heat from fire and or spraying water from hoses in all weather conditions.
- Position must be able to deal with and administer emergency assistance to individuals who are in extreme distress, are severely burned or otherwise injured or with dead victims.
- Position may be subjected to exposure to communicable diseases and blood borne pathogens.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee Signature/Date

Fire Chief Signature/Date

City Manager/Date