

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Firefighter/EMT  
**DEPARTMENT:** Fire  
**WORK SCHEDULE:** 24-hour shift of 6:00 a.m. - 6:00 a.m., one day on, two days off,  
on assigned shift schedule  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** January 1997                      **STATUS:** Full-time  
**DATE REVISED:** September 2021              **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Firefighter/EMT for the Fire Department, responsible for responding to various emergency situations, including fires, auto accidents, and medical calls.

**DUTIES:**

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of arson and other violations and the protection of lives of the public.

Responds to various alarms, rides and/or drives vehicle to emergency scenes, and carries/sets up appropriate equipment. Maintains radio communication with other emergency personnel on site.

Suppresses fires, including but not limited to, climbing ladders, crawling/walking on roofs and floors, operating hand and power tools and equipment to force entry and/or open holes and windows to supply adequate ventilation, focusing streams of water and/or chemicals toward fires, and moving into fire areas.

Searches for and rescues victims from dangerous situations, which may include carrying or assisting conscious or unconscious victims up/down ladders and stairs, extricating victims trapped in confined areas as training and conditions will safely permit, stabilizing victims by performing basic first aid or CPR, and performing rope assisted rescues. Comforts distraught individuals at emergency scenes as needed, such as victims, relatives and/or spectators.

Salvages and overhauls fire scenes, including damaged structural components, and monitors site for recurrence of fire as assigned. Protects and preserves evidence at fire scene. Prepares equipment to ensure readiness for service, including replenishing supplies, cleaning/washing equipment, examining for damage and returning to proper storage location. Completes and submits reports as required, such as fire scene observation, run sheets, inspection reports, and injury and blood-borne pathogens exposure reports.

Monitors and performs general maintenance on equipment and vehicles, including cleaning/washing interior and exterior, checking fluids and tire pressure, and filling air tanks and checking regulators.

Performs various housekeeping duties in/around station on rotating schedule, such as sweeping/mopping floors, dusting, cleaning toilets and removing trash.

Periodically responds to reports of hazardous materials, including identifying and containing hazardous materials to minimize or prevent damage, and safely evacuating persons from hazardous areas as training and conditions will safely permit.

Periodically participates and represents Department at community events, such as parades and special dinners, and makes speaking presentations to various groups, such as providing tours of fire station, and providing training and information to businesses, organizations and schools.

Participates in monthly training/practice sessions as required.

Responds to emergency situations from off-duty status.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED, and certification by state of Indiana as Firefighter I and II and certification as State of Indiana EMT. Certifications for Hazmat Tech. and Rope Rescue Tech.. Ability to successfully complete all training programs as required.

Ability to maintain certifications as required by OSHA, State of Indiana, and the Chief, through continuing education or training sessions.

Working knowledge of fire service hydraulics and ability to properly operate and maintain Department vehicles and equipment, including protective clothing, breathing apparatuses, axes, power saws, fans, cutting torch, crow bar, ladders, aerial devices and hoses.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio and by telephone.

Working knowledge of department bloodborne pathogen exposure reporting procedures and the ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the work place.

Ability to effectively communicate orally and in writing with co-workers, other emergency personnel, victims and their family, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to physically perform the essential duties of the position, including, but not limited to, exerting continuous physical effort for long periods, standing/walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping/fingering objects, hearing communication, and lifting/carrying objects weighing more than 50 pounds, often up/down flights of stairs or ladders. Ability to complete and pass annual agility test.

Ability to understand and follow all written and oral orders as required.

Ability to respond to emergency situations from off-duty status, including taking appropriate action with injured and/or distraught individuals, and acting safely, despite stress of potential injury to self and/or others.

Ability to work irregular and/or extended hours.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a wide variety of firefighting duties according to standard Department operating procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities determined by service needs of the public. Incumbent's work is periodically reviewed through direct observation for compliance with Department policies and procedures. Errors in emergency duties are usually prevented through procedural safeguards, and undetected errors could result in endangerment to self and/or others and/or damage to equipment.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other emergency personnel, victims and their families, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Officer in Charge or chain of command.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a fire station and at emergency scenes involving exposure to hazardous conditions normally associated with firefighting and medical scenes, including smoke, toxic chemicals, noxious gases/ fumes, extreme temperatures, dangerous heights, communicable diseases, and violent/distraught individuals. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others. Physical effort during emergency response may involve continuous physical exertion, standing/walking for long periods, pushing/pulling objects, climbing stairs and ladders, reaching, bending, handling/grasping/fingering objects, hearing communication and lifting/carrying objects weighing more than 50 pounds, often up/down flights of stairs or ladders.

Incumbent occasionally works extended and/or irregular hours, and responds to emergency situations from off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Firefighter/EMT for the Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name