

Job Description: SENIOR FIREFIGHTER/EMT-B

Class No. _____
Position No. 543-3100
Pay Group: Hourly

Department: Fire Department
EEOC Category: Protective Services
FLSA: Full Time Non-Exempt

SUMMARY OF POSITION

Guadalupe County Fire Rescue is currently accepting applications for the position of full time Senior Firefighter/EMT-B. Individuals who are interested must submit a completed application along with supporting documents.

The Senior Firefighter will serve as a shift commander and answer to the Fire Administrator. Responds to medical and fire emergencies, treats patients, operates a variety of fire apparatus and vehicles, assists in the investigation of fires, participates in equipment testing and training activities, and compiles and maintains reports and records. Participate in the development and implementation of goals, objectives, policies, and priorities for the Department.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Assistant Fire Marshal /Fire Chief or the Fire Administrator
2. **Other:** Has regular contact with department employees, employees in other county departments, elected officials, organizations and agencies outside county government including state and federal government, volunteer organizations, the media, and the general public.
3. This position is a supervisory position

EXAMPLES OF WORK

Essential and other important responsibilities may include, but are not limited to, the following:

1. Supervise and lead shift personnel during daily activity including station maintenance, training, responding to emergencies as officer in charge, and directing firefighting, rescue, hazardous material, or medical calls until relieved by Chief Officer.
2. In the absence of the Fire Administrator, exercises direct supervision as directed over firefighting personnel assigned to the station
3. Drive, operate, inspect, repair and perform other technical tasks related to the apparatus and equipment in the Fire Department.
4. Perform rescue for trapped or injured persons; provide necessary emergency medical services; operate numerous types of rescue, emergency medical and fire suppression equipment as necessary.
5. Respond to fire alarms; drive assigned apparatus; assist in firefighting operation including laying and connecting hoses, maintaining pumping apparatus, holding nozzles and directing water streams or other chemicals and raising and climbing ladders; assist with medical and rescue needs at fire scenes; determine hydrant/hose operations at incident scene.
6. Maintain appropriate certifications through constant training; participate in and direct instruction for department personnel.

For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

7. Clean, re-equip, and re-stock vehicles after each call. Clean areas of responsibility. Perform inventories and vehicle checks on a daily basis.
8. Participate in cleaning and maintaining station facilities, equipment and apparatus; ensure that appropriate conditions are maintained at assigned station; ensure that all equipment and apparatus are in a constant state of readiness for emergency calls.
9. Study street and high hazard locations in assigned district; assist the fire marshal's office with inspections; participate in a variety of fire prevention operations, activities and programs including training, fire investigations, code enforcement; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.
10. Documentation of information about fire incidents and medical patient reports as required by department policy and state law.
11. Participate in the development and implementation of goals, objectives, policies, and priorities for the Department.
12. Identify opportunities for improving service delivery methods and procedures; identify resource needs; discuss with appropriate management staff; implement improvements.
13. Assist the Fire Chief with company work activities and project; monitors work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

ADDITIONAL POSITION RESPONSIBILITIES:

Performs other related duties as assigned.

Must be organized, flexible, and responsive to shifting needs;

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed inside an office and outside exposed to a variety of weather conditions and to outdoor elements, such as: dust, dirt, and slippery/uneven walking surfaces. Work shift may involve rotating shifts and working extended workdays outside the regular working hours and on-call status; Capable of working closely with others, alone, and with moving parts or objects in an excessive noisy environment with moderate traveling by car, van, and plane; exposure to life-threatening situations, contagious infectious disease/irritating chemicals, unknown dangerous conditions/unusual environmental stress, excessive heat, and humidity; ability to operate a motor vehicle and work with protective devices; Work requires straight pulling, simple and dual grasping, pulling hand over hand, repeated bending, standing, sitting, crouching, twisting, kneeling, stooping, pushing, crawling, reaching above shoulders, climbing stairs and ladders, walking, carrying up to 75 pounds, and moderate lifting up to 100 pounds. Ability to see, write, count, read, identify shade of colors, and hearing is needed to perform essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of: departmental policies and procedures; standard office practices and procedures; and business English, spelling, punctuation and arithmetic.

Skill/Ability to: type accurately at a speed of at least 50 words per minute; operate or learn to operate a computer using Microsoft Office products, establish and maintain effective working relationships with other county employees and officials, representatives of other agencies and organizations, and the general public; and maintain appropriate necessary certifications.

CERTIFICATES AND REQUIRMENTS

Texas Commission on Fire Protection Intermediate Structural Firefighter or higher
Texas Commission on Fire Protection Driver/Operator
Texas Commission on Fire Protection Instructor I or higher
Texas Commission on Fire Protection Fire Officer 1 or higher
Texas Commission on Fire Protection Hazmat Technician
Texas Commission on Fire Protection Basic Wildland Firefighter
Current Texas Department of State Health Services Basic EMT or higher
Texas Class B driver's license
NIMS ICS 100, 200, 700, 800
Traffic Incident Management Program/Courage to Be Safe Program

Must meet all minimum qualification to apply and applicant must attach copy of all certifications with application.

CERTIFICATES AND LICENSES PREFERRED

Texas Commission on Fire Protection Inspector
Texas Commission on Fire Protection Incident Safety Officer
Texas Commission on Fire Protection Hazmat Incident Commander
NIMS ICS 300 & 400
Swift Water Rescue

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Applicant must be at least 18 years of age; a U.S. Citizen; must hold a High School Diploma/GED; must have an acceptable driving record that complies with current County insurance requirements; must pass a criminal background check; and must pass a physical and drug test.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and For the purpose of compliance with the Americans with Disabilities Act (ADA)
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encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
Full Time Firefighter**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.

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