



Westfield Fire Department

JOB DESCRIPTION: Firefighter / EMT

REPORTS TO: COMPANY OFFICER (Lieutenant or Captain)

WORK SCHEDULE: 24-HOUR SHIFT

STATUS: FULL-TIME

FLSA STATUS: NON-EXEMPT

DATE REVISED: September 26, 2023

PURPOSE

Firefighter/EMT's perform public safety work involving the protection of life and property by: fighting fires, responding to emergency incidents, using Emergency Medical Services-skills, engaging in fire code enforcement, public education, hazardous materials operations, technical rescue operations, as well as station and equipment maintenance. This position is responsible for performing related duties as required.

Distinguishing Features: Upon successful completion of the Westfield Firefighter - Recruit Academy and completion of the criteria for promotion, Firefighter - Recruits are criteria-based promoted to the Firefighter classification. Firefighters are required to work 24-hour shifts and 56-hour work weeks. All work is normally performed under close supervision of a ranking officer in accordance with well-defined procedures. A Firefighter may act as a Fire Engineer or Fire Officer on a relief or training basis. This position is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required.

- Holds valid Driver's License
- Legally eligible for employment in the United States
- Must possess a Candidate Physical Ability Test (CPAT) card prior to testing for employment
- Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation test in accordance with CFR 1910.134 and must maintain certification.

- Candidate must maintain a minimum of the State of IN Emergency Medical Technician Basic (EMT- B) certification (can be obtained in Recruit Academy).
- Minimum of 21 years of age (upon employment) can apply at 19 years of age.

A Candidate must meet the qualifications and special requirements for a Firefighter Recruit. They must successfully complete the Westfield Firefighter Recruit Training Academy and criteria for promotion to Firefighter. After successfully completing the Westfield Firefighting Recruit Academy, must also maintain fire certifications in hazardous materials operations level, technical rescue awareness, and firefighter I/II. Must attend 6 A and R a year, either by attendance, video or Division Chief Presentation of material presented by the Medical Director.

Preferred/Desirable Qualifications. Coursework toward an Associate's Degree in Fire Science or Fire Science Technology from a regionally accredited college or university is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public and other City employees while performing community service and public education activities; while conducting inspections, presenting public safety training classes, participating in school programs, answering questions, delivering emergency care, and ensuring patient needs. Produces written documents and reports on technical and legal matters.

Manual/Physical: Responds to emergency incidents, extinguishes fire, hazardous materials, and technical rescue operations and utilizes either basic life support (BLS) or advanced life support (ALS) skills. Maintains the ability to use firefighting equipment including: fire hoses and apparatus at emergency incidents. Assist with advancing hose lines and making hydrant connections. Direct water streams on fires. Administer emergency first aid to injured persons. Operate the following: hydraulic or pneumatic rescue equipment to rescue trapped or endangered persons and to force entry into locked vehicles or structures. Operate fire apparatus during fire suppression activities; and other vehicles requiring a standard Indiana Driver's License to perform regular and emergency firefighting duties. Uses axes, pry tools, and pike poles to enter vehicles or structures.

Uses common hand tools to overhaul a fire scene and perform routine fire apparatus maintenance duties. Perform searches and rescues inside burning buildings.

Move dirt and burned building debris to rescue trapped or endangered persons and to overhaul burned-out structures. Moves heavy objects (up to 185 pounds or more) including 5" fire hoses, EMS equipment, salvage equipment, smoke ejectors, trauma boxes, and body boards for short distances (250 feet or less) with the assistance of an aide, in performing firefighting and related duties. Ventilate burning buildings by opening windows and holes in roofs and floors. Positions and climbs ladders to gain access to upper building levels. Work in small, cramped areas when rescuing trapped, endangered, or injured people. Digs up ground to fight brush fires and rescue trapped

persons from cave-ins. Detects the following: natural gas leaks, traffic sounds, and sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations. Enter data into an electronic database system to document incidents and reports. Wears personal protective equipment weighing approximately 70 pounds: in high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and relies on self-contained breathing apparatus for respiratory ventilation. Inspect alarm and fire control systems for compliance with fire code enforcement standards. Inspect buildings for compliance with the UFC (Uniform Fire Code), fire prevention ordinances, etc. Distinguishes colors to identify National Fire Protection Association (NFPA) 704m System (hazardous materials), and fire chemicals by smoke color. Work with cleaning fluids, chemicals, insecticides, and similar solutions using routine and non-routine protective equipment to mitigate hazardous materials incidents. Work in a variety of weather conditions. Cleans and maintains Fire Department buildings, apparatus, and grounds. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meet scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material, such as Westfield Fire Department Standard Operating Procedures and the Uniform Fire code (UFC). Reads and interprets equipment instructions and preplans to operate equipment in emergency situations. Learn firefighting techniques, firefighting equipment operation, hazardous materials, technical rescue and emergency medical service care through on-the-job training and in classroom settings. In addition to continuing your education and training throughout your career in order to meet current local, state and federal standards and mandates.

Knowledge/Skill/Abilities

Knowledge of:

- Firefighting methods and modern fire prevention practices
- The Uniform Fire Code and the procedures involved in inspections
- Emergency medical methods and procedures
- Overhaul and salvage operations
- The operation and care of fire apparatus and equipment
- Hazardous materials and technical rescue operations and procedures

Ability to:

- Learn heavy motorized firefighting equipment operation and a variety of methods and tasks in firefighting, fire prevention, and related activities
- Function effectively in emergency situations
- Engage in moderate to strenuous physical activity and work long hours under emotional stress during emergency situations

- Participate in fire drills and physical fitness programs, and comply with department medical and fitness requirements
- Learn the street system and physical layout of Westfield
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with employees, co-workers, supervisors, and the general public

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City of Westfield and the Westfield Fire Department as the needs of the City and the fire department requirements of the job change.

The City of Westfield is an affirmative action/equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.