

# CITY OF BELLBROOK

## JOB DESCRIPTION

**Title:** Volunteer Firefighter & Volunteer EMS Provider  
**Department:** Fire  
**Status:** N/A  
**Effective Date:** October 1, 2013

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### **Job Summary**

Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance. The Volunteer Firefighter is a non-compensated position.

### **Supervision**

This position is appointed by the City Manager with supervision by the Fire Chief and his/her designee(s).

### **Major Duties**

- Responds to fire alarms, requests for emergency medical assistance, and other emergency incidents.
- Operates equipment which may include driving department apparatus, operating pumps, connecting and laying hose lines, operating nozzles, and directing water streams.
- Forces entry of premises for firefighting, rescue, and salvage operations. Removes persons from dangerous situations.
- Administers basic life support and other emergency medical procedures.
- Uses self-contained breathing apparatus, operates medical cots, hand tools, power tools, and other equipment.
- Participates in training which may include: firefighting, emergency care, specialized skills, public education, and other fire service related subjects.
- Performs general maintenance of fire department property including: cleaning fire equipment, cleaning facilities, and minor repairs to equipment.
- Responds to emergency calls from home.
- Assists in the coordination of safety educational programs for the Fire Department and general public.
- Other duties as assigned.

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

- Knowledge of the principles and practices of firefighting, fire prevention, and emergency medical services.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of dispatch procedures.
- Ability to apply training and knowledge of firefighting and emergency medical service in emergency situations.
- Ability to effectively communicate over a two-way radio and telephone.
- Clear written and verbal communication skills.
- Ability to prioritize tasks and manage time.
- Excellent customer service and organizational skills.
- Work well in a team environment.

### **Work Environment**

- Ability to perform heavy lifting including: carrying fire equipment, carrying emergency medical equipment, transporting patients on stretchers or by hand, and other tasks.
- Willingness and ability to work under adverse conditions, around fires, and in potentially hazardous situations.
- Work outdoors under adverse conditions at night, in heat, wind, cold and rain.
- Potential exposure to hazardous substances and contagious diseases.

### **Minimum Qualifications**

- High school diploma or equivalent.
- Valid State of Ohio Driver's License.
- Volunteer Firefighter and Volunteer EMS Provider: obtain a valid State of Ohio Emergency Medical Technician Certification within a reasonable period of time determined by the Fire Chief with consideration of funding and course availability.
- Volunteer Firefighter: obtain a valid State of Ohio Firefighter Level 1 Certification within a reasonable period of time determined by the Fire Chief with consideration of funding and course availability.
- High school students serving as a Bellbrook Fire Cadet, 18 years of age, and involved in a cooperative City of Bellbrook Fire Department and Bellbrook-Sugarcreek Schools Work Study Program may have the High School Diploma requirement waived under the following conditions:
  - Candidate has completed at least three months in the Work Study Program meeting all requirements set forth as well as receiving a "Competent" or greater performance appraisal.
  - Candidate has successfully completed either the State of Ohio Firefighter Level 1 or State of Ohio Emergency Medical Technician B curriculum. A state certification card is required.
  - Candidate has been recommended by the Cadet Program Manager along with one staff member and one staff officer.

- Candidate must have written approval from the Fire Chief to enter the Volunteer Firefighter application process.

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_