

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Firefighter / EMT	Job Code: 4403
Date: November 16, 2016	EEO Code: PS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Classified)

DEFINITION: This is a public safety position with responsibility for firefighting, emergency response, rescue work, and providing medical aid as an Emergency Medical Technician.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a Fire Captain or a designated supervisor and perform all work under his/her direction. *Note: Employees of this class are eligible for advancement to the next level of the career series as directed by policy.*

ESSENTIAL DUTIES: Fight fires by placing, connecting, and advancing hoses; operate pumps, nozzles, ladders, hydrants, extinguishers, generators, and other specialized firefighting equipment and apparatus; search for and rescue victims from burning buildings, vehicles, or other structures and locations; ventilate structures at fire scene; enter structures in a cautious and safe manner; participate in post-emergency salvage operations and cleanup; operate department vehicles as primary or relief operator; perform all duties as an individual and as part of a team.

Assess and determine emergency medical treatment needed; administer medical aid including CPR and trauma management; handle a wide variety of emergency situations involving accidents or illness; provide EMT level medical treatment to a diverse patient group including children, adults, the elderly, and individuals with mental or physical impairments; transport, lift, or otherwise move patients in accordance with established protocols; remove or extricate personnel and patients from various situations using tools and accepted rescue techniques; respond to hazardous materials incidents.

Participate in various drills and training sessions; assist in pre-fire planning and development of property maps and sketches; assist in cleaning and maintaining vehicles and equipment; inspect vehicles and equipment to ensure they are in working order at all times; perform station and grounds maintenance work; perform physical training; perform routine clerical and record keeping duties, including writing reports; may conduct station tours and/or assist with public education and outreach efforts; perform other related work as required.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma. Incumbent must be 18 years of age and a citizen of the United States of America.

License/Certification: Requires certification as an Emergency Medical Technician (Utah State Bureau of EMS Standards); and a valid and lawful driver's license at time of appointment. Incumbent must obtain Firefighter I and Firefighter II certifications in accordance with NFPA and Utah Fire and Rescue Academy standards within six (6) months of hire date. *Note: Employees of this class must maintain required certifications to retain position.*

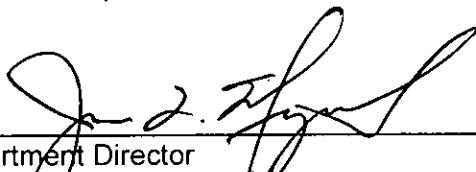
SELECTION FACTORS: **Knowledge of:** firefighting techniques, procedures, and processes; emergency medical treatment theories and application; basic building construction; related laws, codes, rules and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** dealing with stressful situations firmly, tactfully, and with respect to individual rights; observing and remembering detail; preparing clear, concise, and informative reports; handling confidential and sensitive issues; working as a

team. **Ability to:** communicate effectively both verbally and in writing; remain calm and make effective decisions under duress; conduct oneself ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper course of action; perform work with speed and accuracy; exercise independent judgment while evaluating situations and in making determinations; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service; physically perform the job.

TOOLS AND EQUIPMENT USED: Portable gas and electrical power tools and equipment; pumps; all types and kinds of hand tools including extrication equipment, hydraulic lifting, cutting and spreading tools; all types and kinds of medical supplies and equipment; fire apparatus and vehicles; specialized hazardous materials and equipment; computers and all standard office equipment; and other related items.

PHYSICAL DEMANDS: This work requires a high level of physical fitness, energy, stamina, mobility, balance, and eye-hand coordination including crawling, jumping, pulling, pushing, heavy lifting, running, and more. All these physical activities must be done in a safe and timely fashion. Dealing with physical and emotional stress is an integral part of the job. *Note: Employees of this class must successfully pass the Fire Department's physical fitness test.*

ENVIRONMENTAL FACTORS: This work is performed under emergency conditions and circumstances that are considered arduous and are usually dangerous and at times very hazardous or life-threatening. These include, but are not limited to: extreme heat conditions, extreme cold, wind, snow and ice, toxic chemicals, oxygen-deficient atmospheres, smoke, fire, explosive atmospheres and conditions, water, heights, confined spaces, and more. Most tasks are performed outdoors. *Note: Employees of this class are subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility to affect a maximum 20-minute response time, unless otherwise approved by the department Chief.*



Department Director 11-16-16
Date



Mayor/Chief Administrative Officer 11/16/16
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.