

## **TOWN OF ESSEX FIRE DEPARTMENT PER-DIEM LEVEL 1 FIREFIGHTER/EMT JOB DESCRIPTION**

**TITLE:** Level 1 Firefighter/EMT  
**DEPARTMENT:** Fire Department  
**REPORTS TO:** Department Leadership  
**COMPENSATION:** \$18.00/hour

**UNION:** Non- Union  
**FLSA STATUS:** Non-Exempt  
**EMPLOYMENT TYPE:** Per-Diem  
**BENEFITS:** Not benefit eligible

### **OBJECTIVE/PURPOSE:**

Responsible for assisting with the day-to-day operations of the assigned per-diem shift, under the direction of the assigned officer of the day. The per-diem Firefighter/EMT will ensure the town of Essex and Department's mission, values and goals are met, and policies are followed.

### **ESSENTIAL FUNCTIONS:**

- **Respond to all emergencies while on shift**
- **Ensure Apparatus and gear are mission ready**
- **Perform other duties as assigned which may include but not limited to:**
  - Perform station and apparatus cleaning
  - Perform station and apparatus maintenance
  - Conduct equipment repairs, if properly trained
  - Work with vendors to perform service on apparatus and equipment
  - Conduct station tours or other fire prevention activities in the community

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to interact well with co-workers, members of the general public, and other local and state entities in a professional and courteous manner at all times.
- Ability to handle confidential information while respecting both employee and employer rights to privacy.

### **REQUIRED EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

- 1 Year of Fire and EMS experience
- Basic Firefighting class such as Chittenden County Basic Class
- NREMT-EMT
- VT Certified EMT
- Valid VT driver's license
- Apparatus driving and pumping experience preferred.

#### **Preferred Certifications:**

- PROBOARD or IFSAC Firefighter I
- PROBOARD or IAFSC Firefighter II
- NREMT-AEMT

- VT Certified AEMT

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

\* Note: In terms of an 8 hour workday, “occasionally” equals 1% to 33%, “frequently” equals 34% to 66%, and “continuously” equals 67% to 100%.

<b>Physical Effort</b>	<b>Never</b>	<b>Occasionall y</b>	<b>Frequently</b>	<b>Continuoussl y</b>
1. Work in a Stationary Position			X	
2. Move/Traverse			X	
3. Bending Over			X	
4. Operate, Activate, and Use objects, equipment, etc.				X
5. Ascend/Descend stairs, equipment, etc.			X	
6. Position self (to) move			X	
7. Reaching Overhead			X	
8. Pushing or Pulling			X	
9. Communicate/Converse with other individuals				X
10. Detect/Perceive/Identify				X
11. Repetitive use of hands/arms				X
12. Grasping			X	
13. Move, Transport, Position, Remove				

10 lbs. or less				X
11 to 25 lbs.			X	
26 to 50 lbs.			X	
51 to 75 lbs.			X	
76 to 100 lbs.		X		

**Mental Demands**

<b>Mental Effort</b>	<b>Never</b>	<b>Occasionall y</b>	<b>Frequently</b>	<b>Continuousl y</b>
1. Thinking analytically				X
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering details				X
6. Making decisions				X
7. Adjusting to changes				X
8. Examining/observing details				X

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in an emergency firefighting environment; work in medical emergency situations, including vehicle accidents, and other types of medical and rescue emergencies; work in

intense life-threatening conditions; exposure to fire, smoke, bodily fluids, heights and noise.

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Essex is an Equal Employment Opportunity employer.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

