



FIREFIGHTER I/PARAMEDIC

The City of Waterville is accepting applications to create an eligibility list for the full-time position of Firefighter/Paramedic. Duties include providing emergency medical care, firefighting, fire/EMS equipment maintenance, preparing reports, training and other related duties. Applicants must be at least 18 years of age, possess a valid driver's license, a high school diploma or GED a current Ohio Department of Public Safety certifications for Paramedic, or enrolled in a Paramedic Program and Firefighter I. A copy of the diploma/GED and DPS certifications are required to be submitted at time of application. The position requires working varied hours, holidays, work in hazardous environments and various weather conditions. A pre-employment physical, drug screening, including vision exam and respiratory questionnaire required. Salary will be in accordance with the Collective Bargaining Agreement between the City of Waterville and the Waterville Professional Firefighters IAFF Local 5409. Qualified applicants must take a competitive civil service exam administered online through a testing center applicable to the National Testing Network at <https://www.nationaltestingnetwork.com/>. Applicants must also complete the City of Waterville Physical Ability Test or have a valid NTN Firefighter Mile Physical Ability test by an approved testing center. Within 12 months of appointment, those persons hired must become certified as an Ohio Firefighter II. City of Waterville applications are available online at <http://waterville.org> or at the Waterville Municipal Building, 25 N. Second St., Waterville, OH 43566; Monday through Friday, 8:00 AM to 4:00 PM. Applications are to be received no later than 4:00 pm, Friday June 16, 2023. Faxed applications will not be accepted. EOE

City of Waterville

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POSITION DESCRIPTION

Position Title:	Firefighter I/Paramedic
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Department:	Fire	Reports To:	Fire Chief/Designees
Employment Status:	Full-time	Supervises:	None
Civil Service Status:	Classified	FLSA Status:	Exempt

GENERAL STATEMENT:

Under general direction, provides fire suppression, emergency medical service (EMS), conducts inspections of apparatus, equipment, the fire station facility; provides all other functions involving the protection of life and property to the individuals and businesses of the City, contractual jurisdictions, and through mutual aid.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Performs such duties as prescribed by the Fire Chief, Deputy Fire Chief, or Paid-Per-Call Officers.
- (2) Responds to both on-duty and off-duty incidents, alarms, or emergencies as directed.
- (3) Drives, operates, and assists with maintaining all fire apparatus, medical service units, watercraft, staff vehicles, utility vehicles, and any other equipment that pertains to the functions of the fire department.
- (4) Performs maintenance and housekeeping duties in and directly outside of the fire station.
- (5) Prepares and maintains accurate and complete reports for fire and EMS incidents and equipment and station maintenance.
- (6) Assists with public education activities and other special events of the fire department.
- (7) Assists with fire safety inspections as directed by the Fire Chief or Deputy Fire Chief.
- (8) Performs physical work for extended periods of time without rest.
- (9) Performs physical work in inclement weather.
- (10) Capable of working at elevated heights or enclosed spaces.
- (11) Capable of wearing personal protective equipment for fire or EMS activities as such but not limited to: Firefighting gear, helmets, gloves, boots, and respiratory protection equipment.
- (12) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (13) Remains informed of current developments and procedures pertinent to job duties.
- (14) Maintains physical fitness as needed to perform job duties.
- (15) Maintains working relationship with all other municipal employees; Works cohesively with personnel from other jurisdictions during times of emergencies or non-emergencies.
- (16) Adheres to departmental rules, regulations, work methods, policies, and procedures as necessary to enable the department to implement its mission.
- (17) Demonstrates regular attendance at departmental training sessions.

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- (18) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:

Must possess: a valid Driver's License without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider; Ohio Firefighter I Certification; an Ohio Emergency Medical Technician-Paramedic Certification. Within 12 months of appointment, those persons hired must become certified as an Ohio Firefighter II.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- (1) Basic knowledge of fire science methodology.
- (2) Basic knowledge of emergency medical service techniques and practices for the BMT-P level of certification.
- (3) Knowledge of the geography of the City of Waterville and contractual jurisdictions.*
- (4) Knowledge of department policies and procedures.*
- (5) Knowledge of City personnel policies and procedures.*
- (6) Knowledge of fire prevention, extinguishment and investigation principles and practices.
- (7) Knowledge of applicable federal, state, and local laws.
- (8) Ability to maintain legally mandated qualification/certification requirements for all departmental equipment.
- (9) Ability to maintain cooperative relationships with other City officials, departmental paid-per-call staff, the general public, and the news media.
- (10) Ability to remain calm and to act resourcefully in emergency situations.
- (11) Ability to communicate effectively in oral and written form.
- (12) Ability to use a personal computer and electronic tablet.
- (13) Ability to use tact in dealing with the public.
- (14) Ability to maintain records and to prepare reports.
- (15) Ability to drive City vehicles.

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EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Personal computer or electronic tablet and other standard office equipment; City vehicles and all other departmental equipment.

Position description approved; supersedes all previous position descriptions for this position:

/s/ Jon D. Gochenour
Municipal Administrator

11/18/2019
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee

Date