

**ALMIRA TOWNSHIP
FIRE & EMS DEPARTMENT
FULL-TIME FIREFIGHTER**

JOB CLASSIFICATION

Reports to: Fire Chief

Salary Range: \$17.00- \$21.25

Exempt/Non-Exempt: Non-Exempt

Location: Almira Township – Lake Ann, MI

Position is eligible for call-back for emergency calls

JOB SUMMARY

Responsible for numerous duties and tasks as directed by the Fire Chief. This position is responsible for extinguishing fires, preventing fires and BLS transport agency operations. Work involves leading firefighting teams assigned to the fire ground, rescue operations, emergency medical operations and keeping superior officers informed of changes on the emergency scene. Work will also include administrative duties associated with fire station activities, fire inspections, building pre-plans and assisting with the training of department members. All work is performed under general supervision and established procedures; requires initiative, understanding of modern firefighting techniques, rescue methods and emergency medical operations.

ESSENTIAL FUNCTIONS

- Ability to direct and supervise a firefighting crew as assigned by the Incident Commander. Assignments may include ventilation, fire attack, search & rescue, salvage & overhaul, water supply operations, and emergency medical response operations
- Ability to perform the duties of Incident Command.
- May be assigned to oversee tasks associated with the management of the station in the absence of the Chief and Fire Officers.
- Supervise the proper return to service of all equipment and apparatus used during any emergency call and complete associated check lists and reports.
- Conduct and/or assist with the training of firefighters in fire suppression, prevention and emergency medical operations.
- Responsible for assuring all firefighters at an emergency scene are operating in a safe manner.
- Attend departmental meetings and trainings, unless excused by the Fire Chief.
- Perform related work as required.
- Perform all functions of a firefighter or EMT when needed.
- Perform routine truck / equipment checks.
- Ensure MIOSHA compliance.
- Perform minor equipment and building maintenance/repair
- Any other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all the job duties performed by personnel so classified.

20 mile residency requirement per the Township. Must complete a 1-year probationary period with evaluation by the Chief.

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QUALIFICATIONS AND REQUIREMENTS

Required Education and Experience

- Minimum of two (2) years of experience in firefighting & EMS
- **Certifications:** Firefighter I & II; Haz Mat – Operations; Emergency Vehicle Drivers Training, ICS 100, 200, 700 & 800
- **Licensure:** State of Michigan EMR; with the ability to get EMT – Basic within 1 year of hire
- Must complete the required trainings and continuing education to maintain all required certifications.
- Must possess a valid, unrestricted driver’s license.
- Must obtain EMS requirements through Northwest Regional Medical Control Authority within 6 months.

Preferred Education and Experience

- ICS 300 & 400
- 2+ years of Fire Officer experience
- 2+ year of EMS transport experience
- EMS requirements Northwest Regional Medical Control Authority
- **Certifications:** Company Officer 1&2; Fire Officer III; Fire Inspector 1
- **Licensure:** State of Michigan EMT – Basic or higher

Knowledge, Skills and Abilities

- Knowledge of laws relative to HazMat, ordinances, codes and modern firefighting techniques.
- Ability to learn the operation of all apparatus, equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
- Ability to drive and operate all department apparatus and equipment.
- Strong organizational, follow-through, managerial and interpersonal skills to communicate effectively with, the Fire Chief, Fire Officers, township personnel at all levels, vendors, representatives from various professional organizations and the general public.
- Under the direction of the Fire Chief, ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to communicate and provide direction when dealing with persons experiencing adverse trauma.
- Ability to work in all weather conditions including extremely hazardous conditions, and must be able to climb ladders and lift equipment and supplies weighing 50 pounds or more at emergency scenes.
- Ability to communicate clearly and concisely both verbally and in writing to the Fire Chief, fire department members and the general public in the form of instructions, oral or written presentations, written reports and training.
- Ability to utilize the departments record management systems.
- Proficiency in Microsoft Office.
- Ability to readily acquire knowledge of the streets and geography of the township and surrounding area as it relates to performing their duties.