

SHENANGO TOWNSHIP

Associate Firefighter/Emergency Medical Responder Position

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- I. Position Title: Firefighter/Emergency Medical Responder Revision Date: 09/21
EEO Category: Part Time
Status: Vacant
Department: Planning/EMA

II. Summary Statement of Overall Purpose/Goal of Position:

A CREDENTIALLED FIREFIGHTER WHO SHALL PERFORM THE ESSENTIAL TASKS ASSOCIATED WITH MITIGATING FIRE, RESCUE AND MEDICAL EMERGENCIES IN SHENANGO TOWNSHIP AND SUPPORT THE FIRE DEPARTMENT SERVICES AND FUNCTIONS AS ASSIGNED BY THE FIRE CHIEF AND/OR PLANNING DIRECTOR. THIS POSITION HAS NO DIRECT SUBORDINATES. THE INDIVIDUAL PERFORMS HIGHLY RESPONSIBLE WORK INVOLVING THE PROTECTION OF PUBLIC HEALTH AND SAFETY THROUGH ENFORCEMENT OF ALL ORDINANCES, BUILDING CODES, AND/OR RELATED REGULATIONS. THIS IS ACCOMPLISHED BY THOROUGH AND PRECISE FIELD INSPECTIONS, OFFICE WORK, INVESTIGATIONS, RESEARCH AND COMMUNICATIONS WITH THE GENERAL PUBLIC. THIS WORK INVOLVES A HIGHLY SELF-MOTIVATED INDIVIDUAL WITH EXCELLENT COMMUNICATION SKILLS, CONFLICT RESOLUTION SKILLS, AND THE CAPABILITY OF MOLDING TO THE WORK ENVIRONMENT. THIS INDIVIDUAL WILL EXERCISE INDEPENDENT JUDGEMENT ON A DAILY BASIS, ALTHOUGH ASSIGNMENTS AND GENERAL SUPERVISION ARE RECEIVED FROM THE PLANNING DIRECTOR.

III. Essential Duties:

MAY PERFORM ANY OF THE FOLLOWING DUTIES:

- OTHER DUTIES MAY BE ASSIGNED.
- PERFORM ALL TASKS ASSOCIATED WITH THE SAFE MITIGATION OF FIRES, RESCUES AND MEDICAL EMERGENCIES.
- DRIVE AND OPERATE FIRE APPARATUS ON EMERGENCY CALLS.
- PARTICIPATE IN REGULAR TRAINING AND CONTINUING EDUCATION.
- PERFORM BASIC HOUSEKEEPING AND MAINTENANCE TO ALL BUILDINGS, GROUNDS, APPARATUS, AND EQUIPMENT OF THE SHENANGO AREA FIRE DISTRICT.
- ENTER INCIDENT REPORTS AT THE DIRECTION OF THE FIRE DEPARTMENT ADMINISTRATOR.
- ASSIST WITH THE INSPECTION OF NEW AND EXISTING STRUCTURES, LOTS OF AN INTERIOR AND EXTERIOR NATURE FOR COMPLIANCE WITH ALL ADOPTED ORDINANCES, BUILDING CODES, HEALTH AND SAFETY CODES AND/OR RELATED REGULATIONS OF THE TOWNSHIP OF SHENANGO.
- ENFORCE ALL ADOPTED ORDINANCES AND/OR REGULATIONS OF THE TOWNSHIP OF SHENANGO THROUGH A PROCESS OF VIOLATION NOTIFICATION.
- FILE CHARGES AND ATTEND ALL ASSOCIATED HEARINGS AGAINST VIOLATORS OF ALL ADOPTED ORDINANCES AND/OR REGULATIONS OF THE TOWNSHIP OF SHENANGO.
- ANSWER EMERGENCIES, I.E.: FIRES, CARBON MONOXIDE INCIDENTS, VEHICLE CRASHES, MEDICAL, ETC.
- BUILDING SAFETY INSPECTIONS AT DAY-CARES, BUSINESSES, HOMES, INDUSTRY.
- MAKE SURE EQUIPMENT IN READY STATE/FUELED, WORKING, IN GOOD REPAIR.

- PRE-INCIDENT PLANNING FOR BUSINESS, INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL OCCUPANCIES.
- MAINTAINING FIRE HYDRANT MAPPING AND MARKING.
- MAINTAIN/SCHEDULE MAINTENANCE ON FACILITIES AND TRAINING GROUNDS.
- ANSWER PHONES/PUBLIC QUESTIONS/WALK-INS REGARDING SAFETY, ORDINANCES, GENERAL QUESTIONS.
- INVENTORY EQUIPMENT.
- EQUIPMENT AND INSPECTIONS, I.E., FIRE EXTINGUISHERS, DEFIBRILLATORS, VARIOUS TEST EQUIPMENT, ETC.

IV. Marginal Duties:

- PERFORM OTHER DUTIES AS ASSIGNED.

V. Qualifications:

- TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUAL WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.
- MAINTAIN ASSOCIATE MEMBERSHIP STATUS WITH THE SHENANGO AREA FIRE DISTRICT.
- MUST COMPLETE A PRE-EMPLOYMENT PHYSICAL EXAM WITH A FAVORABLE RECOMMENDATION OF EMPLOYMENT BY A MEDICAL PROFESSIONAL.
- MUST PASS INITIAL AND ONGOING DRUG SCREENINGS.
- ABILITY TO WORK, EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

VI. Education/Experience:

- HIGH SCHOOL DIPLOMA OR EQUIVALENT (G.E.D.)

VII. Language Skills:

- ABILITY TO READ, ANALYZE, AND INTERPRET COMMON SCIENTIFIC AND TECHNICAL JOURNALS, FINANCIAL REPORTS, AND LEGAL DOCUMENTS. ABILITY TO RESPOND TO COMMON INQUIRIES OR COMPLAINTS FROM CUSTOMERS, REGULATORY AGENCIES, OR MEMBERS OF THE BUSINESS COMMUNITY. ABILITY TO WRITE SPEECHES AND ARTICLES FOR PUBLICATION THAT CONFORM TO PRESCRIBED STYLE AND FORMAT. ABILITY TO EFFECTIVELY PRESENT INFORMATION TO TOP MANAGEMENT, PUBLIC GROUPS, AND/OR BOARDS OF DIRECTORS

VIII. Mathematical Skills:

- ABILITY TO ADD, SUBTRACT, MULTIPLY, AND DIVIDE UNITS OF MEASURE, USING WHOLE NUMBERS, COMMON FRACTIONS, AND DECIMALS. ABILITY TO COMPUTE RATE, RATIO, AND PERCENT AND TO DRAW AND INTERPRET BAR GRAPHS.

IX. Reasoning Ability:

- ABILITY TO WORK WITH MATHEMATICAL CONCEPTS SUCH AS FRACTIONS, PERCENTAGES, RATIOS, AND PROPORTIONS TO PRACTICAL SITUATIONS.

X. Computer Skills:

- TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL SHOULD HAVE KNOWLEDGE OF DATABASE SOFTWARE; INTERNET SOFTWARE; INVENTORY SOFTWARE; SPREADSHEET SOFTWARE AND WORD PROCESSING SOFTWARE

XI. Certificates, Licenses, and Registrations:

- MUST POSSESS AND MAINTAIN CURRENT VALID PENNSYLVANIA DRIVER'S LICENSE. THIS POSITION IS SUBJECT TO MEETING TOWNSHIP STANDARDS RELATED TO A CRIMINAL RECORDS CHECKS (EVERY THREE YEARS) AND A PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE AND IF APPLICABLE, AN FBI BACKGROUND CHECK
- RECOMMENDED THAT AN INDIVIDUAL POSSESS AND MAINTAINS THE FOLLOWING CLASSES AND CERTIFICATIONS: ESSENTIALS OF FIREFIGHTING WITH LIVE BURN, PA DOH EMERGENCY MEDICAL RESPONDER OR HIGHER, EMERGENCY VEHICLE OPERATOR, PUMP OPERATIONS I, HAZARDOUS MATERIAL AWARENESS.

XII. 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. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS:
- WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS REGULARLY REQUIRED TO USE HANDS TO FINGER, HANDLE, OR FEEL AND TALK OR HEAR. THE EMPLOYEE IS FREQUENTLY REQUIRED TO STAND; WALK; SIT AND REACH WITH HANDS AND ARMS. THE EMPLOYEE IS OCCASIONALLY REQUIRED TO CLIMB OR BALANCE; STOOP, KNEEL, CROUCH, OR CRAWL AND TASTE OR SMELL. THE EMPLOYEE MUST REGULARLY LIFT AND/OR MOVE UP TO 10 POUNDS, FREQUENTLY LIFT AND/OR MOVE UP TO 50 POUNDS AND OCCASIONALLY LIFT AND/OR MOVE MORE THAN 100 POUNDS. SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB INCLUDE CLOSE VISION, DISTANCE VISION, COLOR VISION, PERIPHERAL VISION, DEPTH PERCEPTION AND ABILITY TO ADJUST FOCUS.

XIII. 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 PERFORM THE ESSENTIAL FUNCTIONS.
- WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS FREQUENTLY EXPOSED TO OUTSIDE WEATHER CONDITIONS. THE EMPLOYEE IS OCCASIONALLY EXPOSED TO MOVING MECHANICAL PARTS; HIGH, PRECARIOUS PLACES, FUMES OR AIRBORNE PARTICLES; TOXIC OR CAUSTIC CHEMICALS AND RISK OF ELECTRICAL SHOCK. THE NOISE LEVEL IN THE WORK ENVIRONMENT IS USUALLY MODERATE.