

TROPHY CLUB FIRE DEPARTMENT

JOB DESCRIPTION

Position: Firefighter/Paramedic

Reports To: Fire Captain

Non-supervisory

Pay Grade: 24

Non-Exempt

Job Summary: Under the direction of a Fire Captain, protect life and property through fire suppression and fire prevention activities; provide advanced life support care and transportation of the sick and injured. Maintain fire apparatus and equipment.

Minimum Requirements:

- High school graduation or its equivalent
- Minimum of 21 years of age
- Basic Certification from the State Commission on Fire Protection Personnel Standards and Education
- Certification as an Emergency Medical Technician by the Texas Department of Health Services
- Paramedic Certification by the Texas Department of Health Services or obtained within three (3) months of hire
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities
- Computer/Clerical Experience (Microsoft Word/Excel, phones, file, copy)
- Valid Texas Motor Vehicle Class B Operator's License
- Certification of completion for physical agility testing from Tarrant County College, no more than six (6) months old

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Respond to alarms and assists in the suppression of fires, including rescue, entry, ventilating and salvage work
- Perform clean up and overhaul work after fire is extinguished
- Assist in the maintenance of fire equipment, vehicles, apparatus, station, hydrants, and grounds; including performing minor repair and clean up
- Respond to emergency calls
- Participate in fire training exercises
- Prepare fire, alarm, and daily reports as necessary
- Educate the public regarding fire safety and prevention
- Perform fire inspections
- Participate in continuing training and instruction by department
- Other duties as assigned

In addition to responsibilities listed above and the department daily tasks, each person in this department is solely responsible for an additional set of duties; each is assigned to one of the following areas: information systems support, vehicle repair and maintenance, administration, training, or supplies.

Work Environment: Travel from site to site with exposure to serious physical dangers; and all weather and temperature extremes. Exposure to fire surroundings, intense heat, structural collapse, falls and possible electrocution; animal and human blood and other fluids; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; work in and with water; work at heights on scaffolding or ladders; work in confined spaces; work underground as needed; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes, and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases, possible exposure to electrical or radiant energy; work closely with others. Work under stressful conditions demanding a great deal of physical strength and agility, mental alertness and concentration. Duties require moderate to heavy lifting, bending, stooping, kneeling, crawling, climbing, running, walking, standing or sitting for prolonged periods of time; use of fingers, both hands, arms and legs; carrying, pushing, pulling, dragging, or holding moderate to heavy-weight objects. Need visual acuity, ability to distinguish color, adequate speech, hearing, and eyesight. Need ability to operate motorized equipment and assigned vehicles and adhere to all safety guidelines. Requires wearing and using proscribed safety gear and following all department safety regulations and policies. When not engaged in emergency operations, works under station and office conditions.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employee Signature

Date