



PENINSULA TOWNSHIP FIRE DEPARTMENT

Job Title: Full-Time Firefighter / Emergency Medical Technician/Paramedic

Department: Fire Reports to: Fire Chief and Shift Officers

Pay Classification: Hourly, Non-Exempt

Summary: Reports directly to officer.

Supervision Exercised: Fellow crew members when so assigned.

Education/Work Experience:

- Graduate of an accredited high school or G.E.D.
- Certification by the State of Michigan as a Fire Fighter (Level I or Level II) Haz-mat Operations.
- Certification by the State of Michigan as an Emergency Medical Paramedic. BLS, PHTLS, ACLS & PALS certification.

Knowledge, Skills & Abilities:

- Valid Michigan Driver's License.
- Good driving record (three points or less).
- Clean criminal record.
- Be of good moral character.
- Knowledge of department policy and procedures; department standards;
 - life support procedures, methods, and techniques appropriate to their certification level;
 - firefighting and rescue procedures, methods, and techniques appropriate to their certification level;
 - operation or utilization of equipment, instruments, and other materials and supplies used in life support assistance, firefighting, and rescue; and
 - the geographical layout of Peninsula Township and anticipated Mutual Aid Response Area.
 - Ability to recognize symptoms and take appropriate action;
 - exercise sound judgment under possible stressful circumstances;
 - follow detailed oral and written instructions;



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- develop and maintain effective working relationships with associates, officials,
- perform job-related physical ability evaluations;
- perform heavy manual tasks for varied period of time under possible dangerous conditions;
- operate vehicles safely under all driving conditions;
- operate radio equipment;
- evaluate conditions, identify problems, and formulate corrective measures; and
- operate appropriate electronic data processing equipment and complete necessary reports.

Attendance: The Peninsula Township Fire Department operates twenty-four hours per day, seven days per week, and fifty-two weeks per year. In general, full-time firefighters are scheduled to report to their assigned location in uniform and are scheduled to work shifts according to current department shifts. Full-time firefighters work a 56-hour work week.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Respond to fire and rescue emergencies and provide appropriate basic and advanced firefighting/rescue procedures.
- Respond to life and rescue procedures.
- Operate departmental apparatus safely and effectively as assigned.
- Operate and manage hoses, appliances, tools, and equipment to control and extinguish fires.
- Operate specialized rescue tools and equipment for extrication.
- Evaluate emergencies and establish appropriate incident command structure.
- Utilize accepted emergency scene management methods and techniques.
- Maintain radio communications with dispatch center, responding units, and/or hospital.
- Act on establish protocol when radio contact cannot be made.
- Maintain familiarity and comply with established department and community procedures and standards for firefighting, rescue, and emergency medical care.
- Participate in shift briefing with officers and employees to inform or be informed of any existing or potential problems during the shift.
- Coordinate and participate in special projects and public education classes.



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- Respond to appropriate station for recall emergencies when off duty and available.
- Complete daily apparatus and equipment checks.
- Maintain individual training and certification standards.
- Assist with Fire Safety Inspections.
- Assist with public education classes.
- Research, analyze, test, and recommend new equipment.
- Complete other departmental reports as requested or assigned. Ensure proper operation of firefighting, rescue, and life support equipment, instruments, and supplies.
- Inventory and restock firefighting, rescue, drug, medical, and facility maintenance supplies.
- Perform routine inspection, cleaning, and maintenance on buildings, apparatuses, and equipment.
- Maintain personal health, wellness, and physical ability and encourage these activities in fellow employees.
- Maintain cleanliness and orderliness of the stations.
- Prepare and submit run reports.
- Communicate with victim, victim's family, fire investigators, law officers, doctors, and the general public as instructed by superior officer.
- Attend training seminars, staff, and training meetings and take licensing reexaminations as required.
- Adhere to the rules and regulations of the Peninsula Township Fire Department.
- Perform all other assignments as directed by the Fire Chief or Shift officers.

II. TEAMWORK AND PARTICIPATION

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Communicate in a positive and respectful manner with the public.
- Accept duties and projects from all departments and coordinate departments as necessary.



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- Demonstrate flexibility and cooperative attitude when faced with change.
- Demonstrate strong multi-tasking abilities.

III. TOOLS AND EQUIPMENT

Motor vehicle; pumper/aerial apparatus; hoses; appliances; tools and equipment to control and extinguish fires; operate specialized rescue equipment; basic and advanced life support equipment; medical transport vehicles; two-way radio; and other fire department issued equipment as assigned.

IV. 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 these essential functions. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

V. 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 essential functions. The duties of this job are performed in all kinds of weather conditions, hazardous situations, and terrains. The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.