

**CITY OF WHITEHALL, OHIO  
CLASS SPECIFICATION**

**CLASS TITLE: FIREFIGHTER/PARAMEDIC**  
**DEPARTMENT: Division of Fire**  
**REPORTS TO: Chief of Fire**

**CLASSIFIED**  
**FLSA STATUS: E**  
**DATE: JUNE 2013**

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

The Whitehall Division of Fire provides fire, rescue, and EMS services for both the City of Whitehall and automatic response districts with the City of Columbus and all of its suburbs. Under the direction of the Fire Lieutenant and Fire Captain, the Firefighter engages directly in fire suppression, rescue, forcible entry, ventilation, salvage & overhaul, fire prevention, public service, community outreach, and emergency medical operations as required. The Division of Fire had approximately 6500 runs during the 2010 calendar year.

**ESSENTIAL JOB FUNCTIONS:**

Importance	Tasks	% of Time
1	A Firefighter/Paramedic shall be ready at all times to protect the citizens and their property from the spread of fire and provide for emergency medical services.	
2	A Firefighter/Paramedic shall maintain a valid Ohio Motor Vehicle Operators License and be capable of driving and operating fire apparatus and other emergency vehicles in a safe and efficient manner.	
3	A Firefighter/Paramedic shall maintain all certifications as required by State of Ohio law and divisional rules pertaining to a Firefighter, an Emergency Medical Technician B, and an Emergency Medical Technician P.	
4	A Firefighter/Paramedic shall be required to adhere to divisional rules and regulations, be conscientious and dependable, have strength and ability to do prolonged manual work under adverse conditions and maintain a good physical condition.	
5	A Firefighter/Paramedic shall have the ability to detect the origin of fire, recognize fires of a suspicious nature, preserve evidence, and report to his supervisor these findings, for further investigation by the Fire Prevention Bureau.	
6	A Firefighter/Paramedic shall have the ability to recognize fire and life safety hazards and shall report the same to the Fire Prevention Bureau for further investigation.	
7	A Firefighter/Paramedic shall be required to participate in Fire Prevention, Public Safety, and Community Outreach programs of the City, as required by the Chief of Fire.	
8	A Firefighter/Paramedic shall have the ability to make complete, legible, and accurate reports or records as required by his/her supervisor and the Chief of Fire.	
9	A Firefighter /Paramedic shall clean, maintain, and make minor repairs to division apparatus and equipment.	
10	A Firefighter /Paramedic shall clean and maintain the station, its contents and grounds as required.	
11	A Firefighter/Paramedic shall inspect, test, and maintain all city fire hydrants as required.	
12	A Firefighter/Paramedic shall have a good working knowledge of all street locations within the City of Whitehall.	

\*\* Regular, predictable, and punctual attendance is required.

**IMPORTANT JOB FUNCTIONS:**

A Firefighter /Paramedic shall inspect, test, and maintain all city fire hydrants as required.

A Firefighter/Paramedic shall be familiar with the locations of all sprinkler and standpipe system connections. Be familiar with control valve locations and the basic operation of sprinkler and standpipe systems.

A Firefighter/Paramedic shall be familiar with the locations of all buildings equipped with elevators and the basic operation of the system at these locations.

A Firefighter/Paramedic shall have a good working knowledge of the current Fire Code of the City of Whitehall.

A Firefighter/Paramedic shall have a good working knowledge of the City Government and know the current elected officials and their function within the City.

A Firefighter/Paramedic shall, on occasion, be required to exercise supervision over other Firefighters in the absence of a superior officer and at other times as required.

A Firefighter /Paramedic shall be required to perform any other duties as assigned by a superior officer.

**MATERIAL AND EQUIPMENT USED:**

Flathead axe

Halligan tool

Pike poles (6' minimum)

Circular saw (wood and metal blades)

Chain saw (carbide)

Search rope (150' minimum, one (1) for each search team)

Self Contained Breathing Apparatus (SCBA)

Thermal Imaging Camera

Sledge hammer

Oxygen /Acetylene torch system

**MINIMUM QUALIFICATIONS REQUIRED:**

**Certification and Education:**

18 to 34 years of age on date of hire

Must possess a high school diploma or GED

Must have valid driver's license

Firefighter II (240 hour)

EMT/Paramedic

**KNOWLEDGE, SKILLS, AND ABILITIES:**

All knowledge and skills for both Firefighter and Paramedic as required by the NFPA, Department of Transportation, and Department of Public Safety (Division of EMS)

The ability to deal effectively with the general public at all times

**Knowledge of:**

**Skill in:**

**Mental and Physical Abilities:**

**Working Conditions:**

<b>Prepared by:</b> Lynn McNabb, Director of Human Resources	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b> Chief, Preston Moore	<b>Date:</b>
<b>Appointing Authority:</b> Safety Director, Charles Underwood	<b>Date:</b>
<b>Human Resources:</b> Lynn McNabb, Director of Human Resources	<b>Date:</b>
<b>I understand the above job description details my current job duties:</b>  _____ <b>Employee Signature</b>	<b>Date:</b>

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.