

# City of Cordova Position Job Description

## Firefighter/Medic

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DEPARTMENT: FIRE

SUPERVISOR: FIRE MARSHAL

CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: MON-FRI OFFICE HOURS, 0800-1700; WITH SCHEDULED DAY OR NIGHT EMS ON-CALL TO INCLUDE EVENINGS/WEEKEND RESPONSE, AND UNSCHEDULED EMERGENCY CALL OUTS

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### SUMMARY

The Firefighter/Medic provides emergency response and staff support to the Volunteer Fire Department under the direction of the Fire Marshal.

### GENERAL STATEMENT OF DUTIES

Responds to calls for service in accordance with Cordova Volunteer Fire Department standard operating procedures.

Maintains Department equipment, apparatus, and associated maintenance records.

Provides training support to volunteers and educates the public in fire safety and CPR.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to calls for service to include fire, medical, search and rescue, and hazmat.
- Performs basic maintenance on all emergency response equipment, to include cleaning, tire pressure and fluid checks; and maintains records of maintenance.
- Performs custodial duties and basic maintenance all fire department facilities, to include daily cleaning of volunteer living quarters.
- Delivers and supports training programs to include formal fire and emergency medical training, in addition to public education safety programs.
- Serves as Department Infection Control Coordinator and trains all Department personnel on Infection Control.
- Assists Fire Marshal and Volunteers with inventory control and ordering of supplies.
- Maintains all volunteer training, Department compliance, and incident records.
- Reports fire incidents to National Fire Incident Reporting System.

- Utilizes ImageTrend software to support records management and program requirements, to include currency of fire preplans.
- Assists the Water Dept with fire hydrant maintenance, to include performing flow tests and clearing hydrant obstructions.
- Performs and documents annual fire hose and engine pump tests on all associated equipment.
- Performs annual inventory and re-stocks medical supplies in all associated equipment.
- Assists the Emergency Management Team with the implementation of the City's Emergency Management Plan.

### **MINIMUM QUALIFICATIONS**

- A. High School Diploma or the equivalent.
- B. Valid State of Alaska driver's license.
- C. Ability to acquire State of Alaska Airport Operations Area (AOA) access.

### **PREFERRED QUALIFICATIONS**

- A. Member of Cordova Volunteer Fire Department in good standing.
- B. State of Alaska EMT I certification or nationally registered certifications.
- C. State of Alaska Firefighter I certification.
- D. One (1) year Emergency Services experience to include fire suppression techniques, EMS and SAR.
- E. One (1) year experience using ImageTrend Elite reporting system/software.

### **TRAINING/CERTIFICATION REQUIREMENTS**

As a condition of employment, this position requires the following:

- A. Membership in Cordova Volunteer Fire Department by the first available Business Meeting.
- B. State of Alaska Firefighter I certification within 2 years of hire.
- C. Emergency Medical Technician certification within 2 years of hire.
- D. State of Alaska Firefighter I Instructor certification within 2 years of hire.
- E. Completion of ICS 100, 700, 200, and 800 courses within one year of hire; completion of ICS courses 300 and 400 within 2 years of hire.

### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Working knowledge of emergency operations using the National Incident Management System (NIMS) and Incident Command Systems (ICS).
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Ability to carry out emergency operations using NIMS and ICS protocols.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to respond to emergency situations appropriately and respond to directions with precision and speed.

- F. Ability to work with minimal supervision.
- G. Ability to handle multiple tasks; effectively organize and prioritize workload to meet deadlines.
- H. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- I. Ability to participate in multi-day travel outside of work area to attend training and other activities.
- J. Ability to obey all safety rules and perform work in accordance with NFPA Standards.
- K. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

### **REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

### **LEGAL REQUIREMENTS**

As a condition of employment, this position is subject to a pre-employment drug test and a background check (criminal history, verification of education and employment history) may be conducted.

All required licenses and certifications must remain valid for the duration of employment.

### **WORKING CONDITIONS**

Work is partially accomplished in a general office setting. Work may be accomplished outdoors in inclement and adverse weather conditions. Working conditions may include exposure to stressful situations and adverse environments, primarily in an environment of extreme fluctuation in temperatures, from extreme heat of over 400 degrees Fahrenheit to sub-zero temperatures. Work may be performed in wet, muddy, and icy areas with slippery and uneven surfaces. Employee may be required to work confined spaces or in cramped body positions and/or perform work on, or in the vicinity of, moving vehicles. Employee may experience potential exposure to infectious agents, hazardous substances, high noise levels, sharp objects, vibration, smoke, dust, radiation, noxious odors, weather elements, un-insulated or unshielded electrical hazards, oil and grease, and possible burn injuries. Work is to be performed wearing protective clothing weighing 50-70 pounds.

### **PHYSICAL DEMANDS OF POSITION**

Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to engage in

extensive physical exertion such as running, climbing, jumping and dragging objects or people over and under obstacles, use both hands to feel and handle objects, tools or controls; reach with both hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee is to sit, occasionally. The employee must frequently lift and transport up to 50 pounds, and occasionally lift and transport over 100 pounds.

A physical exam/medical release is required upon hire.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.