**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**PT Firefighter/EMT - Certified Applicants Only**

**Hours of Work: Part-time**

**Purpose of Work:**

This position is responsible for protecting life and property by preventing, combating and extinguishing fires, providing emergency care for the sick and injured, protecting the public during emergency incidents. Assignments and directives regarding policies, programs, and objectives of the Fire Department are generally received from a Station Officer. Work is performed under general supervision of a Station Officer.

**Major Responsibilities:**

**Leadership –**

Seek and incorporate customer feedback for continuous improvement. With a positive attitude create a productive, motivating, and ethical work environment. Promote development of leadership, management and technical skills for self and other employees. Create a high performance culture.

**Effective Management –**

Demonstrate a commitment to safety and ability to ensure high quality services and values. Contribute to a superior work culture. Be accountable for the proper maintenance of personal and departmental equipment. Provide responsive and timely feedback on status and progress of work

**Teamwork -**

Provide and require excellent customer service through cooperative and collaborative team and individual efforts. Create an atmosphere of reliance and collaboration. Build effective relationships coworkers to develop a culture of teamwork, and cultivates positive relationships with the general public.

**Quality Service -**

Prevents, mitigates, combats, suppresses and extinguishes fires; provides basic emergency care to sick or otherwise injured; performs salvage overhaul after fire is suppressed. Inspects fire department equipment during tour of duty to ensure preparedness and efficient response to emergency and non-emergency incidents. Performs fire prevention building inspections and building familiarization activities such as pre fire plans to mitigate risk. Inspects incident scenes post response to diagnose the origin of an incident. Conducts fire education programs to diverse audiences. Demonstrates effective oral and written communication skills. Inspects all emergency care equipment during tour of duty to provide for preparedness in the event of an incident. Completes requisite documentation after emergency calls. Conducts CPR education programs to diverse audiences. Performs related duties as assigned by station officers.

**Minimum Qualifications & Physical Requirements:**

* Must be eighteen (18) years of age;
* High School Diploma or equivalent.
* Have a valid State of Georgia Driver’s License (Non-commercial Class A or B) with satisfactory motor vehicle record (MVR).
* Certification, or the ability to attain Certification, as a State of Georgia Firefighter I and II, EMT-I, Fire Inspector I, Emergency Medical Technician Certification, CPR, NPQ I, HAZMAT Technician and all federal mandated NIMS training.
* Must have no felony convictions.
* Completion of the Department Driver Training Program and possesses the ability to drive and operate the department’s assigned vehicles and equipment in a safe and efficient manner
* Must be able to pass pre-employment drug screen and continuously lift and carry heavy objects (51-100 lbs.) and stand, sit, bend, squat, twist, crawl, climb, grasp and manipulate tools and equipment under severe working conditions.
* Employee may be exposed to exhaust fumes, dust, cleaning fumes, fire fumes, pollen, and other related environmental conditions.
* Employee will perform work in situations or controlled settings, and employee must be able to perform work in hazardous conditions and in uncontrolled settings when the need arises.
* Ability to live and work for a 24-hour shift within a confined work setting, with a diverse work group of male and female employees of all ethnic groups and religions, as an integrated part of a cooperative team effort.