

## **Job Description: FIREFIGHTER/EMT-B**

**Class No.**  
**Position No.** 543-3100  
**Grade/Step:** Hourly

**Department:** Fire Department  
**EEOC Category:** Protective Services  
**FLSA:** Part-Time Non-Exempt

### **SUMMARY OF POSITION**

Guadalupe County Fire Rescue is currently accepting applications for the position of Part-Time Firefighter/EMT-B. Individuals who are interested must submit a completed application along with supporting documents.

Under general supervision, controls and extinguishes fires, conducts search and rescue missions, responds to medical emergencies, and administers life saving measures. Responds to medical and fire emergencies, treats patients, operates a variety of fire apparatus and vehicles, assists in the investigation of fires, participates in equipment testing and training activities, and compiles and maintains reports and records.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Fire Administrator and will report to the County Fire Marshal's Office.
2. Other: Has regular contact with department employees, employees in other county departments, elected officials, organizations and agencies outside county government including state and federal government, volunteer organizations, the media, and the general public.
3. This position is a non-supervisory position.

### **Essential Duties and Responsibilities**

Essential and other important responsibilities may include, but are not limited to, the following:

1. Respond to emergency calls; drive fire apparatus to incident scenes; provide appropriate services as required including rescue, emergency medical service and fire suppression; prepare reports regarding emergency incidents as assigned.
2. Drive, operate, inspect, repair and perform other technical tasks related to the apparatus and equipment in the Fire Department.
3. Perform rescue for trapped or injured persons; provide necessary emergency medical services; operate numerous types of rescue, emergency medical and fire suppression equipment as necessary.
4. Respond to fire alarms; drive assigned apparatus; assist in firefighting operation including laying and connecting hoses, maintaining pumping apparatus, holding nozzles and directing water streams or other chemicals and raising and climbing ladders; assist with medical and rescue needs at fire scenes; determine hydrant/hose operations at incident scene.
5. Maintain appropriate certifications through constant training; participate in and direct instruction for department personnel.

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6. Clean, re-equip, and re-stock vehicles after each call. Clean areas of responsibility. Perform inventories and vehicle checks on a daily basis.
7. Participate in cleaning and maintaining station facilities, equipment and apparatus; ensure that appropriate conditions are maintained at assigned station; ensure that all equipment and apparatus are in a constant state of readiness for emergency calls.
8. Study street and high hazard locations in assigned district; assist the fire marshal's office with inspections; participate in a variety of fire prevention operations, activities and programs including training, fire investigations, code enforcement; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations.
9. Documentation of information about fire incidents and medical patient reports as required by department policy and state law.
10. Performs other related duties as assigned.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

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 the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Employee will be required to drive fleet vehicle long and short distances.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Departmental policies and procedures; standard office practices and procedures; and business English, spelling, punctuation and arithmetic. Type accurately at a speed of at least 50 words per minute; operate or learn to operate a computer using Microsoft Office products, establish and maintain effective working relationships with other county employees and officials, representatives of other agencies and organizations, and the public; and maintain appropriate necessary certifications. ***Must meet all minimum qualification to apply and applicant must attach copy of all certifications with application.***

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### **LICENSES REQUIRED**

Texas Department of State Health Services EMT-Basic Certification  
Texas Commission on Fire Protection Basic Structural Firefighter Certification  
Traffic Incident Management Program  
Courage to Be Safe Program  
NIMS ICS 100, 200, 700, 800  
Must have a valid Texas Driver's License with the ability to obtain a Class B Exempt license within 180 days (6 months) from date of hire.

Texas Commission on Fire Protection Driver/Operator, preferred.  
Texas Commission on Fire Protection Instructor I, preferred.  
Swift Water Rescue, preferred.  
Basic Wildland Firefighter certification issued by the Texas Commission on Fire Protection, preferred.  
Possession of a valid Texas Class B or CDL Driver's License, preferred.

### **WORK SCHEDULE**

Hours will be based on a 53hr work week, which will include working holidays and weekends at times. Part Time firefighters are asked to submit a schedule no later than the 15th day the month prior to allow for scheduling.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis. Must be organized, flexible, and responsive to shifting needs.

Applicant must be at least 18 years of age; must hold a High School Diploma/GED; must have an acceptable driving record that complies with current County insurance requirements; must pass a criminal background check; and must pass a physical and drug test.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

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Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.