

**VILLAGE OF HOFFMAN ESTATES
POSITION DESCRIPTION
FIREFIGHTER/PARAMEDIC**

CLASS CODE: 5100	RANGE: CBA - 17	UNION: International Association of Firefighters Local 2061
DEPARTMENT: Fire	LOCATION: Fire stations throughout the Village	DATE: January 24, 2000
SUPERVISION RECEIVED: Works under the general supervision of the Fire Lieutenant/Fire Captain	SUPERVISION EXERCISED: None	LICENSES/CERTIFICATES: Age 21 or older at time of application. Valid Class B Illinois Driver's License. U.S. Citizenship. No felony convictions or disqualifying criminal histories.

GENERAL PURPOSE:

Protect life and property by performing a variety of complex functions, including fire fighting, emergency medical services, rescue operations, handling hazardous materials incidents, maintaining fire equipment, apparatus and facilities, fire prevention and education and establish good working relationships with the community.

JOB NO.	ESSENTIAL JOB FUNCTIONS	FRE-QUENCY
1.	Fights fires which includes: Containing and extinguishing, receiving and relaying fire calls and alarms, operating radio and other communication equipment, correctly handling hazardous materials, driving fire apparatus, operating aerial devices, operating pumps and related equipment and laying hose.	Daily 25%
2.	Gives advanced life support emergency medical assistance and performs rescue operations.	40%

3.	Participates in fire drills; attends classes in firefighting, emergency medical, hazardous materials, and related subjects.	Daily 20%
4.	Inspects buildings, hydrants, and other structures in fire prevention programs.	Monthly 10%
5.	Performs maintenance in and around facilities and equipment; cleans and washes walls and floors, cares for grounds around station; makes minor repairs; washes and dries hose; washes, cleans, polishes, maintains and tests fire apparatus and equipment.	Daily 20%
6.	Presents programs to the community on safety, medical, and fire prevention topics.	Monthly 5%
7.	Operates listed tools and equipment.	Daily 5%

JOB NO.	OTHER JOB FUNCTIONS	FRE-QUENCY
1.	Runs errands such as picking up and delivering mail or supplies at Village Hall or Village Garage, shopping for groceries, etc.	Daily 5%
2.	Serves as a member of various employee committees.	Monthly 5%
3.	Follows Village-wide and departmental safety rules and practices.	Daily 100%
4.	Performs other duties as required or assigned.	Weekly 5%

EDUCATION AND EXPERIENCE:

- Graduation from high school or G.E.D.
- Must have completed entry-level requirements as established by the Board of Fire and Police Commissioners of the Village of Hoffman Estates.

PROFICIENCY IN:

Operating the listed tools and equipment.

WORKING KNOWLEDGE OF:

- Driver safety
- Advanced life support
- Firefighting

ABILITY TO:

- Apply standard techniques of firefighting, emergency aid, and fire prevention; handle hazardous materials.
- Exert peak physical effort during emergency or training activities at extreme heights for prolonged periods of time under conditions of intense heat, cold, smoke, vibration, flying debris, fumes or chemicals.
- Use sound judgment and take verbal and physical control in hazardous or life threatening situations, which may involve instantaneous decision-making.
- Evaluate situations, draw conclusions, and make decisions.
- Remain alert, calm and composed under pressure.
- Communicate effectively orally and in writing using the English language.
- Establish and maintain effective working relationships with employees, supervisors, other departments and the general public.
- Follow verbal and written instructions.
- Learn the Village's geography.

TOOLS AND EQUIPMENT USED:

Fire engine, fire truck, ambulance, staff car, squad, fire apparatus; pumps, hoses, ladders; first aid equipment; small tools; hammers, wrenches, ball cock, shovels, axes; power tools; drill, chain saw; generator; hydrant books; physical fitness equipment; vacuum cleaner; radio; pager; personal computer; telephone; writing utensils; and clipboard.

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, with or without reasonable accommodations.

While performing the duties of this job, the employee:

- Constantly (over 80%) talks, hears, uses hands to finger, handle, or feel objects, tools, or controls, reaches with hands and arms.
- Regularly (51-80%) stands or walks.
- Frequently (21-50%) climbs, balances, stoops, kneels, crouches, pushes, pulls, lifts, drives, reads, writes.

While performing the duties of this job, the employee is required to move from the sedentary position to a highly active or strenuous activity in only a few seconds or minutes to respond to a routine assignment or an emergency. Duties include hazardous conditions which may be life-threatening or dangerous. In performing fire suppression, rescue operations, training or drills, heavy work (exerting up to 100 pounds of force) and heavy, protective clothing (in excess of 50 pounds) is required. However, in non-fire suppression or non-rescue operations, light work (exerting up to 20 pounds) is required.

Specific vision abilities include:

- Vision of 20/60 uncorrected and 20/20 corrected and
- No red/green color blindness affliction as specified by the Board of Fire and Police Commissioners.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.

While performing the duties of this job, the employee frequently works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, vibration, flying debris, chemicals, fumes or other pollutants.

The noise level in the work environment is usually moderate. The noise level during fire suppression and from sirens and horns while responding to emergency situations is extremely high.

SIMILAR DUTIES:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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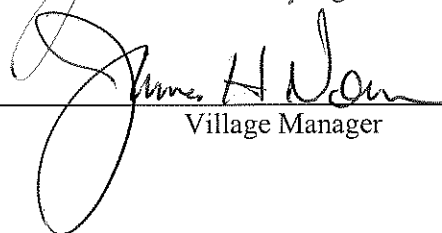
Approval:


Department Director

Approval:


Human Resources Management Director

Approval:


Village Manager

Effective Date:

Revision Date: