

## **TOWN OF WILLISTON**

### **Job Description**

**JOB TITLE:** Career Firefighter/Emergency Medical Technician (EMT)  
**DEPARTMENT:** Fire  
**PAY GRADE:** Determined by Collective Bargaining Agreement  
**FLSA STATUS:** Non-Exempt  
**EMPLOYMENT:** Full-time

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**BASIC FUNCTION:** To perform fire suppression, fire prevention, emergency medical services, including emergency response training, hazardous materials mitigation and maintenance of emergency vehicles, emergency equipment, and the fire station.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Perform interior firefighting activities and ventilate burning buildings utilizing equipment such as fire hoses, heavy stream appliances, extinguishers, hand tools, and ladders.
- Wear and use Self Contained Breathing Apparatus to enter extremely hazardous environments and perform search and rescue procedures to evacuate and rescue persons in danger.
- Operate and maintain all emergency equipment, including fire engines, aerial devices, and specialized rescue equipment.
- Perform hazardous materials mitigation at the certified operations level.
- Perform specialized rescue, as programs are implemented.
- Administer emergency medical services including vital sign assessment, semiautomatic defibrillation, patient assessments, and other related patient care tasks in accordance with state-approved protocols.
- Interact with injured and sick patients, with frequent exposures to illness, bodily fluids and potential blood and air-borne pathogens.
- Perform daily emergency apparatus and equipment inspections to ensure proper service of all equipment, including minor maintenance and repairs, and apparatus and equipment testing.
- Conduct routine station maintenance in accordance with an established schedule.
- Assist with daily record-keeping activities, including computer-based incident reporting and emergency medical documentation.
- Participate in building inspections in accordance with the fire prevention code, ordinance, and policy.
- Attend department training programs and occasionally instruct a department training.
- Maintain positive public relations by participating in and conducting fire prevention programs and other community risk reduction activities.
- Regularly interact, in a professional manner, with the general public, municipal emergency services agencies, and other private agencies when responding to fire and emergency medical incidents.
- Handle sensitive information routinely, including patient medical and other data, ensuring confidentiality.
- Work under the general direction of a superior officer and in accordance with departmental rules and regulations.
- Frequently perform strenuous physical efforts, often in situations of severe personal danger, exposure to various weather conditions, and extreme hazardous environments.

- Occasionally serve in a leadership role in the absence of superior officers.
- Shift work, including evenings, weekends, and holidays.
- Perform other duties as assigned.

## **SUPERVISION RECEIVED**

This position receives supervision and direction from the Fire Chief, Career Fire Captain, Career Fire Lieutenant, and/or the Career Senior Fire Fighters.

## **SUPERVISION EXERCISED**

This position does not exercise any supervisory responsibilities.

## **MINIMUM QUALIFICATIONS**

Must be at least 18 years of age, hold a High School Diploma or equivalent, possess and maintain a valid driver's license, hold a Vermont Firefighter Level One Certification or be able to obtain certification within one year of hire, and/or possess current certification as National Registry Emergency Medical Technician. Candidate Physical Ability Test (CPAT) certification is required prior to employment.

Must also have:

- Thorough knowledge of firefighting and emergency medical care principles, equipment, and techniques.
- Ability to understand and adhere to departmental and Town guidelines, policies, and procedures.
- Ability to safely operate aerial devices, fire engines, and other emergency vehicles.
- Proficiency in using fire hoses, forcible entry tools, and other emergency equipment.
- Ability to remain calm and make sound decisions in high-pressure situations.
- Strong attention to detail in all tasks.
- Excellent critical thinking, problem-solving, and independent judgment.
- Capability to perform continuous strenuous effort for extended periods in hazardous and adverse weather conditions.
- A thorough knowledge of Williston's layout, streets, and hydrant locations.
- Effective oral and written communication skills.
- Competency in using word processing, incident reporting, and other software systems.
- Proficiency in understanding and following oral and written instructions in English.
- Ability to rely on sight and hearing to assess emergencies and make decisions.
- Excellent customer service skills, including a sense of compassion and empathy, and ability to maintain a high level of public trust.
- Ability to comprehend and make inferences from written material in English.
- Ability to manage and maintain confidential information, such as sensitive medical, criminal and fire/arson investigation data.
- Ability to work as a team member, and to establish and maintain cooperative-working relationships with those contacted in the course of work.
- Must be able to wear proper safety equipment as determined by the department head in accordance with established OSHA regulations.
- Ability to drag 165 pounds and lift at least 100 pounds.

- Successful completion of a fitness for duty exam upon hire and annual medical and agility/skills testing.
- Must be able to pass a comprehensive criminal background check.

## PHYSICAL REQUIREMENTS, HAZARDS & WORK CONDITIONS

Work may involve severe personal danger with exposure to hazardous conditions in environments deemed as Immediate Danger to Life and Health.

The chart below identifies physical requirements, potential hazards and work conditions typical for this position. Each item is marked with the rating that best matches the expectations of the position based upon the following scale:

NA: Not applicable, not required/expected of position

NE: Requirement is present, but not essential to the position

O: Occasional (up to 20% of the time) and essential to the position

F: Frequently required (over 20% of the time) and essential to the position

Physical Requirement/Hazard	NA	NE	O	F	Physical Requirement/Hazard	NA	NE	O	F
Sitting				X	Exposure electric current		X		
Walking				X	Seeing objects at a distance				X
Standing				X	Seeing objects peripherally				X
Bending or twisting				X	Seeing close work (e.g., typed print)				X
Squatting or kneeling				X	Distinguishing colors			X	
Reaching above shoulder level			X		Hearing conversation or sounds				X
Climbing stairs or inclines				X	Hearing via devices				X
Driving car or duty truck				X	Reading				X
Repetitive motion of hands/fingers				X	Exposure to loud noises				X
Grasping with hand/gripping				X	Communicating through speech & writing				X
Lifting/carrying 10-25 lbs.				X	Overnight travel	X			
Lifting/carrying 26-50 lbs.				X	Work/travel in adverse conditions				X
Lifting/carrying more than 50-150 lbs.			X		Exposure to people who are aggressive/distraught/angry				X
Pushing/pulling			X		Exposure to communicable diseases and bodily fluids		X		
Drag 165 lbs.			X		Exposure to sharp objects			X	
Work in inclement weather			X		Exposure to smoke and fire byproducts			X	
Exposure to unpleasant & traumatic situations			X		Work in slippery/uneven surfaces			X	
Exposure to extreme heat/possible burn injuries			X		Work in confined spaces		X		
Exposure to dust, chemicals, fumes.			X		Other:				

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Town of Williston is an Equal Employment Opportunity Employer.

**DISCLAIMERS:**

*The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, requirements, hazards, and work environment. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice and at any time, and additional work environment characteristics may apply.*

*This job description is neither an employment contract nor a promise of work for any specific length of time.*

**SIGNATURES:**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_  
Employee Date

**Approvals**

\_\_\_\_\_  
Fire Chief, Williston Fire Department Date

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Manager, Town of Williston Date

Effective: 10/11/2023

Supersedes Version Dated: 07/01/2015

**V. REVISION HISTORY**

Revision Date	Section	Summary	Principal Author
07/01/2015		Initial publication of document.	Unknown
09/07/2021		Formatted as an SOG.	Chief Collette
10/11/2023		Updated for HR Compliance	Erin Dickinson Town of Williston