

VILLAGE OF BERKELEY, ILLINOIS -- JOB DESCRIPTION

JOB TITLE:	Part-time Firefighter/Paramedic
DEPARTMENT:	Fire Department
SUPERVISOR:	Fire Chief, Assistant Fire Chief, Captain, and Lieutenant
DATE OF LAST REVISION:	7/2/2021

POSITION SUMMARY:

Provide direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. Additionally, a Firefighter/Paramedic will respond to medical emergencies and provide pre-hospital Advanced Life Support (ALS) care to victims of injury or illness. A Firefighter/Paramedic is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from medical direction. This position will plan, organize, direct, and control fire/rescue and medical service functions within applicable laws, codes, rules, and regulations.

ESSENTIAL JOB FUNCTIONS:

- Provides fire suppression, rescue, and emergency medical services for the Village;
- Performs complex diagnostic and medical procedures;
- Responds to scenes of accidents or acute illness for which emergency medical care has been requested;
- Responds to hazardous materials incidents at an operations level and responds to other calls for assistance as requested by the public;
- Drives various fire apparatus and EMS vehicles to emergencies and properly positions and operates vehicles at the scene;
- Accurately completes written and verbal reports on patient care to hospital emergency departments;
- Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques;
- Performs a thorough daily inspection and check of the apparatus to which they are assigned; notifies station officer of any condition requiring repair or maintenance. Insures that the inventory of supplies and equipment is complete; assures that apparatus, equipment, and records are maintained and in good order;
- Conducts thorough inspection of mobile intensive care unit to insure proper control and inventory of medications and equipment;
- Demonstrates performing use of hose lines, operates nozzles, pumps vehicles, and operate hydrants. Utilizes fire extinguishers and performs other actions to suppress fire. Operates hydraulic, pneumatic, and manual power tools;

- Participates in pre-fire planning, fire prevention inspections, fire prevention, and fire safety education;
- Participates in drills and training evolutions as directed;
- Cleans and performs general maintenance of fire equipment and fire stations;
- Follows all Village practices, policies, and procedures including all policies specifically addressing employee and public safety within the Village of Berkeley; and
- Performs such other related duties as may be assigned.

FINANCIAL AUTHORITY:

- None

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATIONAL REQUIREMENTS:

Must have a high school graduation or GED equivalent.

SPECIAL SKILLS, KNOWLEDGE, OR EXPERIENCE REQUIREMENTS:

- A minimum of one year experience as a Paramedic
- A minimum of one year experience as a Firefighter
- At the discretion of the Village an annual physical may be required.

CERTIFICATES AND/OR LICENSES:

- Illinois Office of the State Fire Marshal
- Firefighter Basic certification
- Firefighter Advanced certification
- Fire Apparatus Engineer (FAE), maintain a valid Class B Non CDL Illinois driver's license, FSVO
- Hazardous Materials Operations
- State of Illinois Department of Health Paramedic License
- Paramedic in the Loyola University Medical Center System
- NIMS 100.200,700,800

COMPUTER KNOWLEDGE REQUIREMENTS:

Basic knowledge of Microsoft office and office equipment.

OPERATING EQUIPMENT REQUIREMENTS:

Use of fire pumps, SCBA, hoses, and other standard firefighting hand tools, equipment and ladders. Use of radio, vehicles, personnel protective gear, and small tool repair. In addition, candidates must have knowledge of all medical equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life-threatening situations.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, bloodborne pathogens, extreme cold, extreme heat, and vibration.

PHYSICAL ACTIVITIES:

Individual must be able to perform the following physical activities with reasonable accommodation:

Physical Activity	Not Required	Required	Occasional (less than 2.5 hours per day)	Frequently (more than 2.5 hours but less than 5 hours per day)	Continuous (more than 5 hours per day)
Climbing		X		X	
Balancing		X		X	
Stooping		X		X	
Kneeling		X		X	
Crouching		X		X	
Crawling		X		X	
Reaching		X		X	
Standing		X		X	
Walking		X		X	
Sitting		X		X	
Pushing 5 lbs.		X		X	
Pulling 5 lbs.		X		X	
Lifting 25 lbs.		X		X	
Carrying 25 lbs.		X		X	
Grasping		X		X	
Feeling		X		X	

Talking		X		X	
Driving		X		X	
Hearing/Listening		X		X	
Seeing/Observing		X		X	
Repetitive Motions		X		X	
Typing		X		X	
Working at Computer		X		X	
Using Vibrating Tools		X		X	
Using Heavy Tools/Equipment		X		X	

SELECTION GUIDELINES

Formal application, oral interview, reference check, criminal background check, drug testing, physical examination and other job-related tests may be required for this position.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PAY GRADE: Use pay grade level from pay structure
FLSA: Non-Exempt
EMPLOYMENT CLASSIFICATION: Part-Time

Village Administrator Approval: _____

Date Approved: _____