



Job Description

200 W. 2nd Street, Freeport, Texas 77541 ** 979-233-3526 ** FAX 979-233-3205 **

www.freeport.tx.us

- POSITION TITLE:** Firefighter/Emergency Medical Technician [Part-Time]
- DEPARTMENT:** Fire/EMS
- RATE CLASS:** Part-Time, Temporary
- REPORTS TO:** Command Officer or Company Officer, including Chief, Deputy Chief(s), Captain, Lieutenant
- SHIFT:** Flexible hours assigned in order to maintain minimum staffing, as well as meet the required staffing needs. Shifts assigned in 12-hour or 24-hour increments. Total hours required are not guaranteed for Part-time, Temporary positions. Hours worked will be paid in accordance with FLSA. Hours will vary and may be altered at the discretion of the City Manager, Fire Chief, or a designee. Part-time, temporary positions do not qualify for FT employee benefits. Position is considered essential personnel in emergencies.
- EDUCATION:** High School diploma or GED, Texas Department of State Health Services certification as an EMT or higher, Texas Commission on Fire Protection certification as a Basic Structural Firefighter, and valid Texas Driver License with a Class B endorsement if applicable.
- JOB SUMMARY:** Under the direction of the Command Officer or Company Officer, will perform duties and activities of the Freeport Fire & EMS Department in response to fire and medical emergencies. These activities can include, but are not limited to, fire suppression, fire prevention, fire inspection, fire investigation, emergency medical services, and/or emergency management response, as assigned.
- SPECIAL SKILLS:** Experience performing modern fire suppression, prevention, inspection, investigation, and emergency medical services. Knowledge of emergency management principles, procedures, techniques, and equipment. Knowledge of applicable laws, ordinances, procedures, and regulations. Ability to use tools and equipment a safely. Ability to perform strenuous physical labor, communicate effectively, exercise sound judgment, effectively give and receive instructions, and establish and maintain effective working relationships with co-workers and the members of the community.

DUTIES & RESPOSIBILITIES (Duties include but are not limited to):

- Performs fire suppression, fire prevention, fire inspection, fire investigation, emergency medical services, and/or emergency management response, as assigned
- Responds to alarms and operates in a safe manner
- Safely operates department apparatus, vehicles, and equipment
- Performs the duties of pump operator as assigned
- Contributes to routine protocols to keep Fire department facilities clean and safe
- May inspect buildings and other properties for fire hazards and enforces fire prevention ordinances
- Partners with Emergency Medical Technicians on shift, or any others as assigned, to execute duties
- Responsible for coordinating with team to ensure the safety of employees and volunteer members
- In emergency situations, may serve as the Incident Commander during emergency operations
- Contribute to efficient fire, emergency medical, and emergency management operations
- Follows policies and procedures of the department
- Participates in implementation of fire and emergency medical service programs for the city in order to carry department policies and goals effectively and efficiently
- Attends training, meetings, and department in-service activities as assigned
- Follows procedures for approval of expenditures
- Prepares required reports accurately, thoroughly, and timely
- Makes recommendations for new equipment and supplies
- May perform duties of a higher classification team members in their absence
- Perform other duties as assigned.

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Part-Time Firefighter/EMT and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. The daily job duties include physically strenuous labor related to the role, including but not limited to: lifting, bending, stooping, crawling, climbing, standing, and walking for extended periods of time.

Mental: Emergency or non-traditional work hours will be necessary. Fire and EMS personnel are frequently exposed to inclement weather, stressful situations, combative and/or intoxicated patients, blood borne and airborne pathogens, and scenes of violent trauma or death. Must possess the ability to work under pressure with numerous distractions while maintaining sound moral and ethical standards in the service of the public.

RESERVE EQUIVILENT: Volunteer Firefighter, Volunteer ECA/EMT

All municipal employees (and volunteers) are expected to display and maintain a high level of professionalism, competence, initiative, and motivation as representatives of the City of Freeport in the community. Employees are expected to be available for work, to report to work in a dependable and timely fashion, and to be mentally, emotionally, and physically fit and prepared to perform their assigned duties.

Employee Name: _____ Date: _____

Signature: _____