

	McHenry Township Fire Protection District	
	Category	Title
	Job Descriptions	Part-Time Firefighter/ Firefighter-Paramedic
	Policy # 1001.01	Issued: 10/04/19

Subject: Part-Time Firefighter/Firefighter-Paramedic

Distinguishing features of this position:

As a member of the fire department, and under the general supervision of an officer, responds to medical emergencies, fires, and other emergency incidents to provide fire suppression and emergency medical service; operate and maintain a variety of rescue and firefighting apparatus and equipment; participate in firefighting, hazardous materials and other special teams incidents; fire prevention and training activities. This position involves working both assigned shifts (paid on premise) and responding off-duty (paid on call). On recommendation of the Fire Chief, this position is appointed by the Board of Trustees and is a part-time, non-commissioned, non-pensioned, at-will employee of the District.

Illustrative examples of work:

- Responds to emergencies with assigned equipment, lays and connects hose lines, holds nozzles and directs water streams, utilizes chemical extinguishers, tools, lines and any other equipment as may be required. Able to identify hazards and hazardous material incidents.
- Raises ladders, ventilates fire to release heat and smoke, overhauls fire scene to prevent rekindle and performs rescue work and salvage and overhaul as required.
- Operates and provides emergency services in confined spaces, with varying degrees of visibility and extreme environmental conditions, in bulky personal protective equipment (PPE) including use of Self Contained Breathing Apparatus (SCBA).
- Rescues victims from occupancies filled with heat, smoke, and toxic gases. Performs extrications by using a variety of extrication tools.
- Responds to medical emergency scenes, performs basic life support (BLS) or advanced life support (ALS) as required within recognized EMS standards and department policies.
- Extinguishes and controls fires within the state and nationally recognized standards and those contained within the district's SOG's, with or without supervision.
- Communicates via portable radio and other means. Displays effective communication skills and exhibits good listening and comprehension skills.

- Responds to requests for assistance from the public. Displays sensitivity when interacting with other people and displays a commitment to serving the public.
- Completes clear, timely and accurate emergency incident reports and other types of documentation.
- Performs preventative maintenance, inspections of fire apparatus and equipment and any other emergency equipment.
- Maintains and cleans fire stations, grounds and cleans all fire apparatus and equipment.
- Drives fire apparatus, rescue vehicles and other department vehicles as assigned. Drives appropriately in emergency situations and takes safety precautions in adverse conditions.
- Operates fire pumps and other devices used in the fire service in general.
- Participates in training, continuing education, and other events to maintain knowledge and skill in firefighting, EMS, and other required areas.

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.

Minimum qualifications:

- High school diploma, G.E.D. certificate or equivalent.
- Legal resident of the United States of America.
- Be 21 years of age or older **or** be between 18 and 21 years of age and have a minimum of one (1) semester completed and be **actively enrolled** and **in good standing** in an accredited college program and working towards attainment of an associate's degree in Fire Science.
- Residency - residency requirements as per the specific testing announcement.
- Possess and maintain a valid State driver's license – Illinois or Wisconsin (as applicable)
- Be capable of reading, speaking and writing the English language.
- Meet knowledge, health and physical qualifications established by the District.
- Pass a background investigation.
- Pass a pre-employment physical exam and drug test.
- Exhibit good moral character, temperate personal habits and show evidence of an industrious work ethic.

Part-time Firefighters hired after January 1, 2016 shall be required to be assigned to a rotating 12 or 24 hour shift, based on availability.

Working conditions:

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in the station, office, in vehicles and outdoor settings and in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering medical assistance, including smoke, noxious odors, fumes, solid chemicals, liquid chemicals, solvents and oils.

The employee regularly works near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

Work in emergency situations and related training may require the employee to wear District-provided personal protective equipment including use of Self Contained Breathing Apparatus (SCBA).

The position involves regular and irregular shift work necessary to provide fire protection and EMS 24 hours a day. Work shifts are normally 12 hours in duration, but may be extended in the event of disasters, workload, or calls in progress. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency, and perform all functions of the job safely and efficiently at all times in compliance with safety regulations and policies.

Physical demands

Emergency activities may expose employees to hazardous conditions, materials or health risks during fire suppression, hazardous material incidents or in caring for the sick and injured.

While performing the duties of this job, the employee is required to stand, walk, use hands to handle or operate objects, tools or controls and reach with hands and arms. The employee is regularly required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste or smell.

The employee must be physically able to wear, and use, a self-contained breathing apparatus (SCBA) in accordance with all applicable OSHA/IDOL rules and regulations and department policies.

The employee must be certified as "fit for duty" by a District designated physician in accordance with criteria adopted by the district.

The employee may regularly lift and/or move up to 50 pounds (i.e. various firefighting gear and equipment) and occasionally lift and/or move more than 150 pounds (i.e. injured or sick people). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position requires the emotional and psychological stability needed to work in a paramilitary environment, accept constructive criticism in a mature fashion, effectively communicate and interact positively with fellow employees and the public, function as part of a team, and tolerate and function effectively under stress.

This document is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant where possible.

By the order of: 

Fire Chief

Date: 10/04/19