

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE: Firefighter-
DIVISION: Operations
REPORTS TO: Captain

FLSA: Non-Exempt

DATE: March 17, 2026

POSITION SUMMARY:

Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:

- Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed.
- Performs emergency medical services consistent with certification level (EMT, Advanced EMT, or Paramed), including basic life support and advanced life support procedures as approved by the Medical Director.
- Administers medications and performs medical procedures within scope of practice; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while enroute per protocol; completes all required documentation.
- Responds to fire emergencies; operates engine, pumps, and firefighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for incident report; participates in cross staffing apparatus as necessary.
- Maintains equipment, apparatus, and fire station facilities; ensures all equipment is in a constant state of readiness; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies.
- Responds to hazardous material emergencies; identifies potential hazardous material situations and determines appropriate strategy; follows evacuation procedures including proper handling of contaminated patients; sets up and provides decontamination.

- Performs rescue efforts; determines tactics to use and ensures the safety of rescue personnel and observers; participates in search operations; enters hazardous environments; administers appropriate rescue techniques.
- Participates in training; attends mandatory training classes, including CPR, EMS re-certification, hazardous materials incidents, and infection control; participates in practice drills and physical fitness activities; reads reference materials including administrative practices and policies.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with community members, professional organizations, including governmental and federal agencies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Successful completion of the Capital City Regional Fire Academy

REQUIRED KNOWLEDGE AND SKILLS:

KNOWLEDGE

- Firefighting and rescue techniques, methods and practices.
- Emergency medical procedures and patient assessment techniques appropriate to certification level (EMT/AEMT/Paramedic).
- Mechanical, chemical, and related characteristics of flammable, explosive and similar materials.
- Operation and maintenance of firefighting equipment and apparatus.
- District policies and procedures.
- Correct business English, including spelling, grammar and punctuation.
- Basic mathematical calculations and formulas.
- Utilization of computer applications for document preparation, data entry, and standard reporting.
- Knowledge of standard office practices and procedures, including filing systems and operation of standard office equipment.
- Techniques for dealing with individuals from diverse socioeconomic and cultural backgrounds often in situations which may be stressful.

SKILLS:

- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Learning and mastering a variety of firefighting duties, methods, and techniques.

- Evaluating patient's conditions and properly render emergency medical care including the administration of emergency medications in accordance with certification level.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.

REQUIRED CERTIFICATES AND LICENSES:

- Valid Class A, B or C driver's license.
- Ambulance Attendant license within six (6) months of date of employment.
- ICS 100, 200, 700, and 800.
- Certification as EMT, Advanced EMT, or Paramedic (Paramedic level requires current ACLS/PALS certification).

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those required for an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

Mobility to climb ladders and work at heights; fight fires wearing protective equipment weighing approximately 58 pounds; use power driven tools; standing for extended periods, stooping, kneeling, scaffolding, stairs, vision to read printed materials and computers screens, provide patient care, drive apparatus, hearing and speech to communicate, hear fire alarms, speakers, horns and bells, walk on uneven terrain; lift and carry up to 100 pounds,

Work is performed under adverse environmental conditions including exposure to cold, heat, smoke, chemicals, bodily fluids, electrical current and life-threatening environments.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation, psychological evaluation, and a drug/alcohol screen. Employment is contingent upon passing the background, psychological examination, and drug/alcohol screen.
3. Successful completion of the Capital City Regional Fire Academy.
4. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____