



**LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO  
FIRE DEPARTMENT  
POSITION DESCRIPTION**

**Job Title:** Part-Time Firefighter / Paramedic (FF/PM)  
**Department:** Fire  
**Reports to:** Fire Chief, Assistant Fire Chiefs, Officers, Shift Supervisor  
**Pay Classification:** Hourly, Non-Exempt

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**Summary:** Reports directly to station officer or Shift Commander. The FF/PM acts as part of an engine, ladder or medic crew as assigned. Under the general supervision of the Chief Officers of the Fire Department he/she performs fire suppression, prevention, and rescue activities; performs emergency medical care and functions; cleans, repairs, and maintains facility and equipment; prepares records and reports; performs public relations activities; and other duties as assigned.

**Supervision Exercised:** Fellow crew members when so assigned.

**Education/Work Experience:**

- Graduate of an accredited high school or G.E.D.
- Certification by the State of Ohio as a Fire Fighter (Level I or Level II).
- Certification by the State of Ohio as a Paramedic.

**Knowledge, Skills & Abilities:**

- Valid Ohio Driver's License.
- Good driving record (four points or less).
- Clean criminal record.
- Be of good moral character.
- Knowledge of
  - department policy and procedures;
  - department standards;
  - life support procedures, methods, and techniques appropriate to their certification level;
  - firefighting and rescue procedures, methods, and techniques appropriate to their certification level;
  - operation or utilization of equipment, instruments, and other materials and supplies used in life support assistance, firefighting, and rescue; and
  - the geographical layout of Liberty Township and anticipated Mutual Aid Response Area.
- Ability to
  - recognize symptoms and take appropriate action;
  - exercise sound judgment under possible stressful circumstances;
  - follow detailed oral and written instructions;
  - develop and maintain effective working relationships with associates, officials, professionals, and the general public;

- perform job-related physical ability evaluations;
- perform heavy manual tasks for varied period of time under possible dangerous conditions;
- operate vehicles safely under all driving conditions;
- operate radio equipment;
- evaluate conditions, identify problems, and formulate corrective measures; and
- operate appropriate electronic data processing equipment and complete necessary reports.

**Attendance:**

The Liberty Township Fire Department operates twenty-four hours per day, seven days per week, and fifty-two weeks per year. In general, part-time firefighters are scheduled to report to their assigned location in uniform and are scheduled to work twelve-hour shifts. Part-time personnel will be scheduled less than 1,500 hours per year. Holiday, sick days, and overtime hours will be scheduled as defined in the Liberty Township Personnel Policy Manual.

**I. ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

- Respond to fire and rescue emergencies and provide appropriate basic and advanced firefighting / rescue procedures.
- Respond to life and rescue procedures.
- Operate departmental apparatus safely and effectively as assigned.
- Operate and manage hoses, appliances, tools, and equipment to control and extinguish fires.
- Operate specialized rescue tools and equipment for extrication.
- Evaluate emergencies and establish appropriate incident command structure.
- Utilize accepted emergency scene management methods and techniques.
- Maintain radio communications with dispatch center, responding units, and/or hospital.
- Act on establish protocol when radio contact cannot be made.
- Maintain familiarity and comply with established department and community procedures and standards for firefighting, rescue, and emergency medical care.
- Participate in shift briefing with officers and employees to inform or be informed of any existing or potential problems during the shift.
- Coordinate and participate in special projects and public education classes.
- Respond to appropriate station for recall emergencies when off duty and available.
- Complete daily apparatus and equipment checks.
- Maintain individual training and certification standards.
- Assist Fire Safety Inspections.
- Assist with public education classes
- Research, analyze, test, and recommend new equipment.
- Complete other departmental reports as requested or assigned.

- Ensure proper operation of firefighting, rescue, and life support equipment, instruments, and supplies.
- Inventory and restock firefighting, rescue, drug, medical, and facility maintenance supplies.
- Perform routine inspection, cleaning, and maintenance on buildings, apparatuses, and equipment.
- Maintain personal health, wellness, and physical ability and encourage these activities in fellow employees.
- Maintain cleanliness and orderliness of the stations.
- Prepare and submit run reports.
- Communicate with victim, victim's family, fire investigators, law officers, doctors, and the general public as instructed by superior officer.
- Attend training seminars, staff, and training meetings and take licensing reexaminations as required.
- Adhere to the rules and regulations of the Liberty Township Fire Department.
- Perform all other assignments as directed by the Fire Chief, Assistant Fire Chiefs, officers, or shift supervisors.

## **II. TEAMWORK AND PARTICIPATION**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Communicate in a positive and respectful manner with the public.
- Accept duties and projects from all departments and coordinate as necessary.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Demonstrate strong multi-tasking abilities.

## **III. TOOLS AND EQUIPMENT**

Motor vehicle; pumper/aerial apparatus; hoses; appliances; tools and equipment to control and extinguish fires; operate specialized rescue equipment; basic and advanced life support equipment; medical transport vehicles; two-way radio; and other fire department issued equipment as assigned.

## **IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **V. 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 essential functions.

The duties of this job are performed inside a climate-controlled office setting; as well as, in all kinds of weather conditions, hazardous situations, and terrains.

The employee will occasionally work near moving mechanical parts and in precarious places and be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain emergency activities when noise levels may be loud.

At times the employee will drive and operate vehicles in all weather conditions; at times will be required to work at extreme heights, on rooftops, below ground, in hazardous situations and around hazardous materials; at times employee will be required to perform treatment on sick or injured people who may have infectious or communicable diseases; be exposed to blood or bodily fluids and required to clean equipment, clothing, linen and apparatus following such exposures.

## **VI. SELECTION PROCESS**

Applicants must submit job application. References are checked. All successful candidates will complete: a physical ability assessment of job related tasks, a physical examination, a polygraph, and an oral interview. Selection is based on the most qualified applicant determined by a compilation of all of the above steps.

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.

If applicant meets all requirements and characteristics as indicated in the job description, hiring is contingent upon successful completion of drug and alcohol test, background check, physical and other tests pursuant to Township policy.

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.

## **VII. GENERAL PROVISIONS**

The employee will be appointed to a one (1) year probationary period. The Probationary employee shall receive an interim written performance evaluation conducted by the Fire Chief or his designee, no later than six (6) months after the employee's date of hire for the purpose of identifying areas that may adversely affect the employee's completion of probation.

Probationary status will end after the completion of one year (365 days), provided such employee receives a satisfactory evaluation at that time. Thereafter, annual performance reviews will be conducted.