

## **BRUNSWICK HILLS TOWNSHIP**

### **Classification Description**

**CLASSIFICATION TITLE: Full-Time Firefighter/Paramedic**  
**DIVISION: Fire**

**FLSA Status: Non-Exempt**  
**Union Status: N**

#### **WORK OBJECTIVE**

This is a full-time entry level position under the general supervision of a Fire Lieutenant and is responsible for the protection of life and the conservation of property through combating and extinguishing fire in a timely manner pursuant to Fire Department policies and direction from superior officers. Incumbents must possess considerable skill in operating equipment under adverse and hazardous conditions in an expeditious manner. Incumbent administers emergency medical services as a certified Paramedic. Duties involve an element of personal danger. Duties are performed in accordance with standard instructions and a well-defined routine under the immediate supervision of a superior officer. All members of the Brunswick Hills Township Fire Department ultimately report to the Fire Chief. Work is reviewed frequently through observation.

#### **ESSENTIAL FUNCTIONS**

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Responds to fire and emergency medical calls; evaluates situation and administers medical treatment.
- May be required to lay hose lines and direct fire streams to extinguish and contain fires; raise and climb ladders to perform search and rescue procedures along with ventilation of burning structures.
- Cleans and maintains Fire Department equipment and other related apparatus, including the performance of minor repairs to departmental equipment. Washes, hangs, and dries hoses. Washes, cleans, polishes, maintains, and tests apparatus and other equipment.
- Performs cleaning, maintenance, and general upkeep of all Fire Department facilities. This includes, but is not limited to cleaning and washing walls and floors as well as caring for the grounds around the station. Minor repairs as assigned.
- Receives and relays calls and alarms; operates emergency radio and other communication equipment with other units.
- Participates in the use and maintenance of firefighting and emergency medical equipment.
- Participates in drills, classes and schools in firefighting, and other fire service related areas.
- Operates equipment while wearing personal protective equipment as used for the control and extinguishment of fires such as: Class "A" fire apparatus, fire hose, nozzles, ladders, ropes, axes, water tools and appliances, aerial ladder devices, rescue equipment, power and non-power hand tools, and related tools and equipment.
- Uses medical tools, equipment, and supplies as directed by the Fire Chief or his designee.
- Provides the necessary basic and advanced life support skills as required by the State of Ohio and current Medical Director and within the appropriate Scope of Practice as defined in the Ohio Administrative Code.
- Performs duties under stressful conditions while wearing required uniforms and gear, including working in extremely hot and cold environments for prolonged periods of time.
- Properly collects and/or disposes of infectious waste generated at emergency scenes.
- Performs critical, time-sensitive, and complex problem-solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces which may be further aggravated by fatigue, flashing lights, sirens, and other natural or unnatural distractions.
- Non-emergency related duties include but are not limited to conducting readiness inspections of apparatus and equipment, flow testing fire hydrants, pre-fire planning of buildings, response area surveys, participate in drills, attend classes, provide training and educational programs, and engage in public relations functions.
- Must be able to create and complete reports in a timely manner as directed by supervisors.

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- Accurately and appropriately documents all emergency aid activity on proper forms and as required by Fire Department policy and federal, state, county, and local law.
- Must maintain professional competence in all aspects of duties as assigned by the Fire Department.

**PERIPHERAL DUTIES:**

- Assists in procuring and maintaining emergency medical supplies and equipment.
- Assists in Fire Department administrative duties as assigned.
- Assists in training new cadets as assigned.
- Performs other duties as directed by supervisors.

**MINIMUM QUALIFICATIONS**

- Must be 18 years of age.
- Must be a high school graduate or have obtained a GED.
- Must possess and maintain a valid Ohio driver's license and be capable of achieving any other driver's licensures to operate Fire Department equipment as may be required by the Fire Department.
- Must have and maintain a satisfactory driving record as determined by Brunswick Hills Township and its designated agent(s).
- Must hold a current State of Ohio certification as a Firefighter I and Firefighter II.
- Must be a CPR certified instructor.
- Must be certified by the State of Ohio as a Paramedic.
- Must obtain and maintain local medical director authorization to practice as a Paramedic.
- All certifications required must be maintained as a condition of employment.
- Must develop an understanding of the National Incident Management System (NIMS) and the National Response Plan (NRP) as well as the Incident Command System (ICS) qualified through the completion of recognized training and education courses.
- Must demonstrate knowledge, skills, and abilities by passing a written examination and skills test as prescribed by the Brunswick Hills Township Fire Department.
- Must successfully complete all pre-hire examination requirements which may include, but is not limited to; polygraph testing, psychological testing, drug testing, and a fire department medical physical, as designated by the Township.
- Must be tobacco free for at least one year prior to initial employment.
- Must remain tobacco free during employment.
- Must be able to complete all performance requirements required during the probationary period.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the elements of combustion and methods of proper extinguishment.
- Knowledge of chemistry as it applies to toxic and flammable properties of various elements.
- Knowledge of the proper techniques to perform rescue and first aid operations to include the use of all fire department equipment including aerial devices.
- Knowledge of Township policies and procedures.
- Knowledge of Fire Department Standard Operating Procedures (SOP's).
- Ability to work as a member of a team.
- Ability to establish and maintain effective work relationships and communicate effectively, both orally and in writing, with coworkers, members of the public, and officials.
- Must be able to follow and execute verbal and written instructions.
- Exhibits the qualities of honesty, integrity, courage, compassion, and respect while also embodying the spirit of public service.

**PHYSICAL REQUIREMENTS**

- Meet physical requirements as indicated for State certification.
- Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.



- Ability to stand, sit, walk, run, climb, balance, kneel, crouch, stoop, or crawl for long periods of time.
- Ability to use hands and fingers to reach, grasp, and to handle or operate objects, tools, or controls.
- Must meet firefighter physical requirements as prescribed by the Fire Chief.
- Ability to communicate both orally and in writing.
- Reaching, pulling, pushing, and throwing.
- Lifting of moderately heavy (20-25 pound) items and occasionally very heavy (100 pounds or over) items.

**SENSORY REQUIREMENTS**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires taste perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability

**ENVIRONMENTAL REQUIREMENTS**

- Hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazards, heights.
- Some stressful situations.

Brunswick Hills Township is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, Brunswick Hills Township provides reasonable accommodation to otherwise qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation. I further certify that I understand that it is my continuing obligation to be able to meet the requirements defined in this job description.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
H.R. Representative/Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
H.R. Representative/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# BRUNSWICK HILLS TOWNSHIP, OHIO

## Application for Employment

1918 Pearl Road

Brunswick, OH 44212

(330) 220-8182

*Committed to Diversity in the Workplace*

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code  
Phone: Home ( ) Cell ( ) Work ( )

Email address: \_\_\_\_\_

Note: All prospective employees must submit proof and identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

If employed and under 18, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for Brunswick Hills Township? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which Department? \_\_\_\_\_ When? \_\_\_\_\_

EDUCATION: Circle the highest grade that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 Name  
and location of the last high school that you attended? \_\_\_\_\_ Did  
you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, have you passed a G.E.D. Test? Yes \_\_\_\_\_ No \_\_\_\_\_

Circle the number of years of post high school education completed: 1 2 3 4 5 6 7

School Name/Location	Date Graduated	Degree	Major Area of Study
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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Special Qualifications and Skills: (typing, shorthand, foreign languages, professional licenses and certificates, etc.)

Do you have a valid driver's license?

Yes \_\_\_\_\_ No \_\_\_\_\_

Commercial Driver's License?

Yes \_\_\_\_\_ No \_\_\_\_\_

List the types of vehicles you can operate and the amount of experience with each (for driving positions only)

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Have you ever been fired or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the name and address of the employer and describe the reason. \_\_\_\_\_

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A firing or forced resignation does not automatically exclude you from employment. The circumstances, time elapsed and recent employment record will be considered.

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Complete for Police or Fire position:

Birthdate: \_\_\_\_\_

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

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**EXPERIENCE:** The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching sheets of paper or a personal resume. Be sure to include all requested information.

Present

Dates

Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Avg. Hrs. \_\_\_\_\_

Number: \_\_\_\_\_ per Week: \_\_\_\_\_

Salary

Job Title: \_\_\_\_\_

Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Describe your work: \_\_\_\_\_

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_ Avg. Hrs. \_\_\_\_\_  
Job Title: \_\_\_\_\_ Number: \_\_\_\_\_ per Week: \_\_\_\_\_  
Salary \_\_\_\_\_ Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your work: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_ Avg. Hrs. \_\_\_\_\_  
Job Title: \_\_\_\_\_ Number: \_\_\_\_\_ per Week: \_\_\_\_\_  
Salary \_\_\_\_\_ Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your work: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you ever served in the military service? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Branch: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

May we conduct a background check of your qualifications, character, and record of employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_

**CERTIFICATION:** This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that for certain positions I may be required

to successfully complete a physical examination and/or alcohol and drug test. I understand that my driving record may be checked as well as my fingerprints and police record if I am employed in a sensitive job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date