

## **BAINBRIDGE ISLAND FIRE DEPARTMENT**

### **Job Description: Firefighter/EMT**

#### **Summary:**

Official Job Title: Firefighter/EMT  
Classification: Salaried, uniformed position, overtime eligible, union represented  
Reports To: Lieutenant  
Date Adopted: Administrative updates December 2024  
Salary Range: Refer to current salary schedule  
Benefits: Standard medical, dental, and retirement package

#### **Major Function and Purpose:**

The Firefighter/EMT responds to fire and medical emergencies for the purpose of saving lives and protecting property. The position also supports a wide range of Department programs and events as assigned.

#### **Reporting Relationships:**

The Firefighter/EMT is assigned a work schedule determined by the Department and reports directly to a Lieutenant during their shift. The Lieutenant guides the daily work of the Firefighter/EMT, with the Battalion Chief setting overall work priorities in consultation with the Lieutenant(s).

#### **Job Duties:**

The Firefighter/EMT performs a combination of emergency and non-emergency duties as follows:

##### **Emergency Duties:**

The Firefighter/EMT typically works as part of an assigned crew, under the direction of an Incident Commander, to conduct fire suppression, emergency medical and/or special operations. Examples of duties include but are not limited to the following:

- Responds to a wide variety of fire incidents such as brush fires, vehicle fires and structure fires. Examples of duties: driving apparatus, implementing initial scene operations, operating pumps, ventilating roofs, raising ladders, conducting rescues or extrications, conducting fire attacks, and assisting with salvage and overhaul operations.

- Responds to wide variety of emergency medical incidents. Provides medical care to patients consistent with EMT training. Supports Paramedics on advanced life support emergency responses.
- Assists on incidents requiring special operations, consistent with level of training and as determined by the Department.
- Assists with coordination of emergency operations, e.g., requesting information over the radio, restricting access to hazardous areas, being alert for unsafe situations.
- Conducts field investigations of outdoor burn complaints or potential fire hazards.
- Assists with fire investigations when requested.
- May supervise other responders at scenes when directed by Incident Commander. May also assume the role of Incident Commander until higher ranking emergency responder arrives on scene.
- Assists Lieutenant in completing incident forms and related paperwork to close out emergency response.

#### Non-Emergency Duties:

Non-emergency duties may vary depending on Department priorities and needs, as well as the background experiences and skills of the Firefighter/EMT. Examples of duties include but are not limited to the following:

- Supports the implementation of the Department's recruiting and training programs.
- Researches and develops pre-incident fire plans for various buildings in the community.
- Conducts company level fire inspections.
- Conducts equipment, facility and apparatus inspections to ensure safety and response readiness. Also performs routine maintenance and/or testing of equipment, facilities and apparatus.
- Provides support to Department Programs such as Community Risk Reduction.
- In the absence of the assigned Officer, assumes supervisory responsibility for volunteer firefighters and ride-alongs.
- Attends internal meetings, represents the Department at external meetings (when requested), and helps prepare annual budgets and work programs.

- Acknowledges that a FF/EMT may apply for a FF/Inspector position. Also acknowledges that FF/EMTs hired after October 1, 2008 may be appointed to the FF/Inspector position by the Fire Chief.
- Participates in Department sponsored public events or activities, e.g., Station Tours, Fun Fair, and Annual Pancake Breakfast.
- Other duties and special projects as assigned.

### **Qualifications:**

#### Required Qualifications:

- High School Diploma (or GED)
- Minimum age of 18
- Successful completion of CPAT physical agility test

#### Desirable Qualifications:

- One or more years of experience as firefighter/EMT (volunteer or paid position).
- Working knowledge of Island geography, street addresses, structures, and government agencies.
- Working knowledge of Department emergency operations and standard operating guidelines.
- Has good mechanical/technical aptitude and abilities.

#### Personal Attributes:

The position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the organization and the general public. The individual is expected to work with limited supervision, demonstrate initiative on projects, show a willingness to learn new information, be a problem solver, and exercise good judgment. The individual should be dependable and able to maintain their emotional self-control in stressful situations. The individual should be able to accept advice and constructive criticism, follow rules and regulations, and adapt to changing working conditions. The individual should convey a positive, professional attitude and contribute to the general wellbeing of the Department. The individual should embrace the mission, vision and values of the Department. The individual should be dedicated to continuing their education and applying new ideas and techniques.

#### Other Requirements:

- Must have or be able to obtain a valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider prior to employment.

- Must be a U.S. citizen or eligible to work in the United States without sponsorship.
- Successful candidates must pass a medical examination, a psychological suitability profile test, and a comprehensive background check.
- Successful candidates must obtain Washington State EMT and IFSAC Firefighter I certification from the Kitsap Fire Academy.

**Working Conditions and Other Information:**

Due to the nature of firefighting and emergency services work, the employee will be exposed to potential hazards, e.g., extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and blood borne pathogens. Therefore, the employee is required to use protective clothing and equipment. The physical demands of the job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load (about 150 lbs.), jumping, twisting, bending, and lifting more than 150 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

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This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.