

ORDINANCE NO. 98-21 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE  
FIREFIGHTER/DRIVER POSITION FOR THE CITY OF OBERLIN, OHIO, FIRE  
DEPARTMENT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain,  
and the State of Ohio, a majority of all members elected thereto concurring:

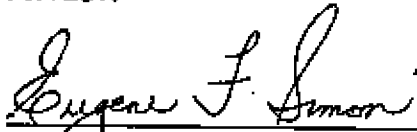
SECTION 1. That the job description for Firefighter/Driver for the City of  
Oberlin, Ohio, Fire Department, is hereby amended to read as set forth in the  
attached Exhibit A, and said job description is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of  
this Council concerning or relating to the adoption of this ordinance were  
adopted in an open meeting of this Council and that all deliberations of this  
Council and of any of its committees that resulted in such formal action, were  
in meetings open to the public in compliance with all legal requirements,  
including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect at the earliest date  
allowed by law.

PASSED: 1<sup>st</sup> Reading - February 17, 1998 (E)  
2<sup>nd</sup> Reading -  
3<sup>rd</sup> Reading -

ATTEST:

  
\_\_\_\_\_  
CLERK OF COUNCIL

  
\_\_\_\_\_  
CHAIR OF COUNCIL

POSTED: February 19, 1998

EFFECTIVE DATE: February 18, 1998

## OBERLIN FIRE DEPARTMENT

### FIREFIGHTER - DRIVER

#### GENERAL STATEMENT OF DUTIES

This is skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned on shift and routine maintenance of fire department equipment, apparatus, and quarters.

Employees under this class perform hazardous tasks under emergency condition which may require strenuous exertion under such handicaps as fire, heat, smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, a major portion of the time is spent studying methods and techniques of fire prevention, suppression and basic and/or advanced life saving techniques, studying and perfecting the operation of fire and rescue equipment and apparatus, and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed under the command of a superior officer. Work is reviewed in progress and upon completion.

#### SUPERVISION RECEIVED

Works under the supervision of Fire Chief, Assistant Chief, Battalion Chief, and Fire Lieutenant.

#### SUPERVISION EXERCISED

Supervises all employees of the Department in the absence of the Fire Chief, Assistant Chief, Battalion Chief, or Fire Lieutenant.

#### JOB DUTIES

- Receives and responds to routine and emergency telephone calls. Dispatches Fire Department personnel as necessary.
- Response to fire alarms and other emergency calls; controls and extinguishes fires; protects life and property.
- Selects hose and nozzle, depending on type of fire, deploys hoselines and directs stream of water or chemicals onto fire; positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entrance, using axe, chisel crowbar, saw and other power equipment; and, may deactivate utility services to prevent explosions or other fire extension.
- Responses to emergency situations; drives emergency vehicles to scene of emergency; operates apparatus on scene.
- Provides efficient and immediate emergency care to the ill or injured at the scene of an incident and during transport; operates emergency care equipment.
- Conducts patient assessments; administers appropriate basic or advanced life support care at the site of emergency; performs such activities as patient assessment, artificial respiration, cardiopulmonary resuscitation; treating wounds, abrasions, and shock; applies splints; patient extrication; maintain airways, and administers oxygen.
- May perform advanced medical care, including endotracheal and nasotracheal insertion, chest tubes (needle aspiration/catheter), and IV cannulation.
- Reports vital information regarding care and condition to medical personnel receiving patient.
- Participates in salvage operations, such as removing and covering furniture, removing water and cleaning debris.

- Performs overhaul operations to ensure that the fire is completely extinguished.
- Performs duties of fire inspector; Conducts building inspections for fire hazards; examines blueprints; tests and inspects sprinkler systems, alarm systems, fire hydrants, etc.; serves notices for correction of fire code regulations; advises citizens on fire safety.
- Develops preplans that provide the most effective firefighting
- Investigates causes and circumstances surrounding fires.
- Participates in a continuing program of training and instruction and attends drills, demonstrations and classes; receives training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of vehicles.
- Provides fire station tours for the public; answers questions and provides public education services.
- Performs general maintenance work in the upkeep of fire stations, buildings and grounds, fire apparatus, auxiliary equipment and tools.
- May work in various climatic weather conditions and the potential exists for sustaining serious bodily harm, or possible death, in the performance of duties.
- Maintains accurate records, forms and reports.
- Provide effective and efficient customer services and promotes and maintains responsive community relations.
- Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from high school (or GED); or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge of modern rescue and firefighting principles, practices, and procedures.

Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities.

Knowledge of the physical layout of the City, including street locations, water supply, and structural characteristics in the district protected.

Knowledge of emergency medical and rescue procedures.

Ability to read and understand policies, procedures, rules, regulations, instructions, and written material of the Fire Department.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment and tools.

Ability to analyze emergency situations and to adopt effective courses of action.

Ability to establish and maintain effective working relationships with others.

Ability to learn, train and retain technical and other fire service related data.

Ability to follow oral and written instructions; deal effectively with the public; and speak and write effectively.

Ability to meet such physical requirements as may be established by competent authority.

Ability to obtain and maintain certificates as an Emergency Medical Technician - Basic or higher.

Ability to meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, and Oberlin Fire Department Standard Operating Procedures.

#### MINIMUM TRAINING & EXPERIENCE REQUIREMENTS

The applicant should possess the following at the time of interview:

Two years experience as a firefighter.

Completion of 12th school grade or equivalent;

Possession of valid Ohio Driver's license and proof of insurability.

Must pass, on a competitive basis, a written examination demanding skill in reading, interpretation, understanding and the ability to concentrate for a long period of time.

Must reside within a four (4) mile radius of City of Oberlin Municipal Building.

#### CERTIFICATION REQUIREMENTS

State Certification as full-time firefighter (fire recruit training) within one year of appointment.

State Certification as an Emergency Medical Technician - Ambulance:

Pre-January 1, 1998 hires: EMT-A optional; certification maintained at discretion of the employee.

Post January 1, 1998 hires: Shall maintain the EMT-A certification as condition of employment for career.

State Certification as a Fire Safety Inspector as required by the Fire Department.

Successful completion of hazardous materials first responder operational training within one year of appointment.

Successful completion of required Oberlin Fire Department training in the established time frame.

PROBATION PERIOD: One year

Paygrade: 5 Civil Service Rating: Classified - Competitive

FLSA Rating: \_\_\_\_\_ Classification: Certified

Approved: February 3, 1998