

<b>Position Code: 7314</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 4</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to train in and assist with providing protective services and medical treatment for injured or sick persons. The job class is responsible for training to respond to fires and emergency situations and providing assistance to mitigate the emergency, providing advanced, pre-hospital emergency medical services, transporting patients for further care, and preparing related logs, records, and reports. The job class works according to set procedures under direct supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Trains to fight fires internally and externally and take actions to mitigate other situations such as natural disasters, hazardous spills, or other dangerous situations.</li> <li>• Trains in and assists with identifying persons requiring immediate care, providing advanced, pre-hospital medical services, and transporting victims for further medical care.</li> <li>• Assists with response to fires and other emergencies; assesses situation, takes mitigating actions, and rescues persons from danger as required.</li> <li>• Trains in and assists with making inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about assigned station.</li> <li>• Performs routine tasks, such as recordkeeping, data entry, supplies maintenance, faxing, phoning, and copying.</li> <li>• Attends continuing education or in-service instruction in firefighting methods, equipment operation, rescue procedures, hazardous materials mitigation, medical services, and related subjects.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs manual and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in fire science and emergency medical services or a closely related field.
<b>Experience</b>	None required. A minimum of one year of related, full-time equivalent experience is preferred.

<b>Special Certifications and Licenses</b>	Requires a valid driver's license or commercial driver's license (CDL) and a driving record in compliance with City Driving Standards. Special skills and/or certifications including Firefighter certification will be required within a specified period of time. EMT-Intermediate certification is required upon hire. Paramedic certification is required within 3 years from last date of probationary status.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*