



LOWER PAXTON TOWNSHIP

425 PRINCE STREET, HARRISBURG, PA 17109
PHONE: (717) 657-5600 FAX: (717) 724-8311
www.lowerpaxton-pa.gov

JOB DESCRIPTION

JOB TITLE	Career Firefighter / EMT		
DEPARTMENT	Department of Public Safety- Bureau of Fire	REPORTS TO	Fire Lieutenant
FLSA STATUS	Non-Exempt	DIRECT REPORTS	N/A
DATE	10/14/2024	LAST REVISION DATE	10/14/2024
APPROVED BY:	Bradley Gotshall, Township Manager		

A. OVERALL OBJECTIVE OF JOB:

The Firefighter / EMT is responsible for the safe and efficient operation of firefighting apparatus and equipment in route to/from and at the scene of all fire department incidents, and for participating in firefighting and lifesaving activities, including but not limited to, automated external defibrillator (AED) and other Emergency Medical Services (EMS) responses. Additional responsibilities involve fire prevention, inspections and pre-incident planning, protection, education, inspection and maintenance of equipment and facilities. General and specific instructions and assistance are provided from superior officers and the Firefighter/EMT reports directly to the Fire Lieutenant as it relates to fire and rescue efforts within Lower Paxton Township.

B. ESSENTIAL FUNCTIONS OF JOB:

In addition to duties imposed by the Fire Lieutenant or any other superior officer from time to time and by applicable law, the essential job functions and responsibilities of the Firefighter/EMT include:

Performing firefighting duties; using fire extinguishers, bars, hooks, attack lines, and other equipment; ventilate burning buildings, remove people from danger; applies salvage covers and removes debris.

Connect hose lines to hydrants or fire trucks, operate pump high pressure hoses and position ladders as necessary for fire department incidents.

Drives and operates all types of firefighting vehicles and equipment.

Participates in Emergency Medical Services (EMS) and rescue work.

Checks and cleans equipment after returning from a fire department incident.

Checks and cleans firefighting equipment daily to ensure all equipment and apparatus are in good working condition.

Participate in fire prevention programs.

Prepare written reports as required.

Assists in keeping fire stations in clean and orderly condition.



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Complies with all Bureau of Fire general orders and directives.

Maintains a positive attitude with an emphasis on customer service, teamwork, and communication.

Maintains a cooperative and collaborative relationship with any career and volunteer staff, the Deputy Fire Chief, Director of Public Safety, the Township Manager, Township Executive Leadership Team, and the Board of Supervisors.

Operate a computer utilizing various software packages and electronic mail.

Adheres to assigned work schedule as outlined in Bureau of Fire attendance policies and procedures.

Ensures all behaviors comply with the Bureau of Fire Personnel Rules and Regulations.

Maintaining a progressive approach to change in the organization.

When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all Bureau of Fire employees may be required to work as a Disaster Service Worker.

C. OTHER DUTIES OF JOB:

Knowledge of: operational characteristics, services and activities of comprehensive fire prevention, fire suppression, special operations, emergency medical, and fire education programs.

Principles, practices, techniques, and procedures of a modern fire-based EMS agency.

Applicable national best practices, regulations, and standards from agencies such as the National Fire Protection Association, Occupational Safety and Health, and Insurance Services Office standards.

Principles, practices, and procedures of the NIMS-ICS.

Pertinent federal, state and local laws, codes and regulations including those pertaining to fire operations, prevention and personnel training.



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Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Adherence to Bureau policies, rules and regulations.

Ability to:

Follow oral and written instructions.

Interpret and explain Township fire operation and prevention policies and procedures.

Demonstrate effective use of equipment and apparatus.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by firefighter certifications.

D. SUPERVISION RECEIVED:

From the Fire Lieutenant of the Bureau of Fire and other superior officers.

E. SUPERVISION GIVEN:

N/A

F. WORKING CONDITIONS:

This position requires work in a variety of locations and conditions, including any living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of every type.



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Strenuous physical activity under extreme adverse conditions will be required periodically.

This position requires training in and use of safety equipment necessary for the working environment, including without limitation, self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).

This position requires standing, running, walking, sitting, kneeling, twisting, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching overhead, reaching away from body, and repetitive motion.

Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

Work may be performed under dangerous, hazardous, and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts, which may require use of personal protection equipment.

Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.

This position will involve periods of high physical, mental and/or emotional stress.

This position involves frequent driving.



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G. PHYSICAL/MENTAL CONDITIONS:

Involves routine and frequent exposure to:

- Bright/dim light; dust and pollen.
- Extreme heat and/or cold; wet or humid conditions.
- Extreme noise levels, animals/wildlife.
- Vibration; fumes and/or noxious odors.
- Traffic; moving machinery.
- Electrical shock; heights.
- Radiation; disease/pathogens.
- Toxic/caustic chemicals; explosives; violence.
- Other extreme hazards not listed above.

H. QUALIFICATIONS

1. EDUCATION/TRAINING:

Graduate of an accredited High School or possess a GED.

Valid Driver's License

Currently Certified to the Following:

Firefighter I

Firefighter II



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PA Emergency Medical Technician (EMT)

Basic Vehicle Rescue Technician

Hazardous Materials Operations Level

Pump Operations I and II

NIMS 100, 200, 700 and 800

2. SPECIAL REQUIREMENTS:

- Ability to Pass Entry Level Written Testing
- Ability to Pass Candidate Physical Ability Testing (CPAT)
- Ability to pass physical / psychological / drug screening tests
- Ability to pass vision and peripheral vision examination.
- Ability to pass a comprehensive background investigation including but not limited to PA State Police background check, PA Child Abuse History Clearance and FBI Fingerprinting

I. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of fire prevention and fire safety matters.
- Knowledge of the technical aspects of firefighting equipment and their use in firefighting control.
- Knowledge of the nature and behavior of fire, methods to combat fire, characteristics of various materials during combustion, and the effects of extinguishing agents on various types of fires.
- Knowledge of rescue operation techniques, procedures, and practices.
- Basic skill level using Microsoft Office Suite, with an emphasis on Word, Excel, and Power Point.



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- Possess effective time management skills and the ability to work independently without direct supervision.
 - Effective verbal and written communication, including the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
 - Knowledge of current emergency medical care principles and techniques.
 - Ability to act effectively in emergencies and stressful situations.
 - Ability to deal constructively with conflict and developing consensus



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I have read the above job description and fully understand the requirements set forth therein. I agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

(Printed Name of Employee)

(Date)

(Signature of Supervisor)

(Date)

Lower Paxton Township is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.