

CITY OF BEAVER FALLS FIRE DEPARTMENT

JOB DESCRIPTION FIREFIGHTER/EMT/INSPECTOR

1. Responds to fire alarms and other emergency or service calls; lifts, carries, drags, lays, and connects hose lines and appliances; holds nozzles and directs water streams; operates fire extinguishers, forcible entry tools, rope lines, and other emergency equipment.
2. Enters burning structures and other hazardous sites to perform rescues and extrications by carrying the victims, using ropes, ladders and stairways.
3. Deals with the public under possibly stressful and/or dangerous conditions. Involves working in and being exposed to heat, smoke, and toxic fumes at fire scenes. May be exposed to extreme weather conditions.
4. Helps raise and climb ladders and performs forcible entry into burning structures when necessary; makes openings in structures for ventilation to dissipate smoke, heat and fire gases to facilitate effective firefighting.
5. Carries firefighting equipment upstairs in high-rise buildings and operates hoselines from standpipes to suppress fires in these buildings.
6. Performs salvage operations at fire scenes such as covering furniture with salvage covers, using brooms, mops, shovels, water vacuums, and other similar equipment.
7. Performs overhauling operations to ensure that the fire is completely extinguished and that no walls or other structures that are in danger of collapsing remain at the emergency scene.
8. Attends and participates in training classes pertaining to the duties of a firefighter/EMT. These classes can be held in-house, at fire schools, fire academies, colleges and other sites.
9. Cleans, maintains, and assists in repairing fire and rescue equipment and apparatus and performs a variety of tasks in connection with the routine maintenance and repair of facilities.
10. May assume the duties and responsibilities of officers in their absence.
11. Maintains accurate records, forms, and incident reports as directed.

12. Shall maintain a minimum Pennsylvania Department of Health Emergency Medical Technician – Basic certification
13. Responds to medical emergency calls to provide efficient and immediate care to the critically ill and injured. Determines the nature and extent of illness or injury and establishes priority of required emergency care. Renders emergency care such as but not limited to opening and maintaining an airway, giving positive pressure ventilation, cardiac resuscitation, controlling of hemorrhage, treatment of shock, immobilization of fractures, bandaging, assisting in childbirth, management of mentally disturbed patients, and initial care of poison and burn patients.
14. Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously.
15. Operates various emergency medical equipment that includes, but is not limited to suction devices, pulse-oximeters, automated external defibrillators, etc.
16. Reports verbally and in writing his observations and care of patient to higher-ranking medical personnel who patient care is being transferred.
17. Drives emergency vehicles to proper location using the most expeditious route, depending on traffic and weather conditions. Observes traffic ordinances and regulations concerning emergency vehicle operations.
18. Operates fire pumps to supply water and foam to fire scenes. Calculates proper friction loss to supply proper amount of water out a given nozzle. Recognize and correct problems that may arise during pump operations.
19. Operates and/or climbs aerial devices to perform rescues, access roofs or windows, operate elevated water streams.
20. Operates various rescue equipment including hydraulic rescue devices to extricate victims trapped in automobile, industrial, and other accidents.
21. Performs rescues from confined spaces and/or oxygen deficient atmospheres using specialized equipment. May be required, if properly certified, to perform water rescues using self contained underwater breathing apparatus (SCUBA).
22. Receives radio, telephone, and telegraphic fire, emergency medical and related calls.
23. Obtains information on the nature and specific location of an emergency.
24. Determines how incidents should be answered or handled in accordance with defined guidelines.

25. Dispatches equipment with a degree of independent judgment and responsibility in emergency situations.
26. Performs fire prevention inspections, documents violations, and notifies owners or occupants of said violations. Reads and make determinations from various code manuals. Occasionally read blueprints.
27. Performs all other related work as required from the Chief, Captains, or other officers of the Fire Department.
28. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
29. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
30. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violation as necessary.
31. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
32. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
33. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
34. Patrol assigned area in City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.

35. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
36. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
37. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
38. Supports the relationship between the City of Beaver Falls and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.