



343 West Roosevelt  
Post Office Box 718  
Carlton, Oregon 97111  
(503) 852 - 6233



375 Market St.  
Lafayette, OR 97127  
(503) 864 - 2824

## Position Description

### **Purpose of Position:**

To fill one full time firefighter/EMT position with the New Carlton Fire District. This position could be stationed in Carlton, or Lafayette, through a 190 agreement between The City of Lafayette and New Carlton Fire District. Under the direction of the Chief, the Firefighter/EMT will respond to emergent and non-emergent calls to service and other duties as assigned.

### **General Statement of Duties:**

This is not a comprehensive list of duties. Performs firefighting, fire prevention, and emergency medical service duties including combating, extinguishing, and preventing fires and applying skills and knowledge in the saving of life and property. Drives and operates district/department vehicles and apparatus. Maintains facilities and equipment and performs other duties as assigned. Participates in and sometimes creates/leads fire/EMS training events. Ability to communicate effectively both verbally and in writing; understand and follow oral and written instructions; employ sound judgment; issue appropriate orders and act appropriately, professionally, and calmly in emergency situations; performs strenuous activities under hazardous and dangerous circumstances; establish and maintain effective working relationships with other employees, volunteers and the general public; instruct others in areas of expertise; prepare complete accurate reports using English grammar, spelling and mathematics.

### **Supervision and Work Schedule:**

- This position receives supervision from the Fire Chief. During emergency response, supervision will be provided through the chain of command.
- Work schedule 8-hour with occasional nights and weekends. Subject to change to 12-hour, 24-hour, or 48-hour depending on the needs of the district.



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## **Responsibilities:**

### Essential Functions

The essential job functions listed below are not exclusively limited to this list. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related and/or a logical assignment to the classification.

- Responds to all requests for assistance as required during assigned shift
- Provides EMS level of care commensurate with Oregon EMS certification
- Performs firefighting duties including combating, extinguishing, preventing fire, and protection of life and property
- Responds and participates in assigned shift alarms, training, meeting, and activities as assigned
- Helps conduct training of district/department personnel as appropriate per DPSST certification
- Responds to and at times takes command of alarms, making decisions as to the methods of combating fires and performing rescue operations, directs firefighting and rescue operations until relieved by a higher-ranking officer
- Responsible for helping in apparatus readiness
- Assists in recruitment of volunteers, training, prevention, and public safety related activities
- Provides excellent customer service
- Represents the District/Department in a professional, polite, and courteous manner when dealing with the public, volunteers, and employees
- Provides effective and clear communications verbally and in writing
- Understand and follow oral and written instructions
- Be able to respond to emergency call by oneself at times
- Ability to leave for up to 14 days on wildland assignments
- Performs all other duties as assigned

### **Qualifications and Conditions of Employment:**

- NFPA Firefighter I
- Current Oregon EMT or higher certification
- Current Oregon Driver's License insurable by the district
- Hiring subject to complete criminal and driving records background check
- Hiring subject to a pre-employment physical and drug screen



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### **Essential Physical and Mental Functions of Position:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to stand, sit, read, communicate, lift, carry, reach and manipulate objects, tools or controls. The position requires mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, climbing ladders and stairs, as well as related physical ability required for structural/wildland firefighting operations. Duties involve moving materials weighing up to 20 pounds on a regular basis and may exceed 100 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicles, instruments, and tools used for fire investigations and inspections, fire suppression equipment, etc.

### **Working Conditions:**

The work environment described here is representative of those an employee may encounter while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in office, vehicle and outdoor setting in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or in complete darkness. The employee will be exposed to hazards associated with the above job functions, including fire, smoke, noxious odors, fumes, chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office setting and loud at emergency scenes.