

Full Time Firefighter / Administrative Assistant

The full-time position will be filled by a qualified applicant.

General Description of Duties

- Provide fire suppression, medical response, light maintenance, and administrative work to Wright / Tallmadge Townships as needed.

Duties and Responsibilities

- Must be able to respond to day time alarms during normal daytime working hours which will be 7:00am to 5:00pm weekdays
- State of Michigan certified Firefighter I & II and MFR (Basic EMT) within 1 year of employment
- Must attend monthly training meetings. Schedule and assist the training officer with training. The training requirements will be set by the training officer in conjunction with firefighter's schedule.
- Must follow all department policies and procedures not contrary to this policy, in addition to the requirements of the "Firefighter Job Description."
- May be assigned a duty team, but must be willing to cover during critical daytime hours.
- Willing to attend additional training on new equipment or apparatus.
- Pay will be negotiated on an individual basis depending on qualifications.
- May respond to structure fires or major incidents at other times when available outside of normal Monday-Friday work hours.
- Special guidelines will be an attachment to this policy for firefighters already a member of another fire department.
- Be willing to attend classes to become Certified NFPA Fire Inspector by the State of Michigan
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities along with certain preplans and maintenance.
- Assist with programs to the community on safety, medical, and fire prevention topics.
- Assists in training new employees as assigned.
- Review site plans
- Operates radios and communication equipment
- Carries out duties in conformance with Federal, State, County and Local laws, ordinances and procedures.
- Performs and/or assists in general maintenance work in the upkeep of the fire facilities, apparatus and equipment.
- Present public education programs
- Remain in the townships during scheduled duty times unless coordination is made.
- A comprehensive knowledge of fire administration, fire prevention practices and firefighting skills.
- Is the department representative for *LEPC*.
- Update and maintain all *Right to Know* data for the fire department
- Maintain a professional relationship with our local law enforcement officers
- Provide and maintain a professional office environment
- Any other duties assigned by the Fire Chief or his/her designee

Knowledge / Skill Requirements

- Good communication skills, handwriting, spelling, punctuation, grammar and editing.
- Contact with the public, responding to questions, sharing information, explanation of issues and procedures
- Critical thinking, conflict resolution, and problem-solving skills
- Research and organizational skills
- Ability to meet deadlines and operate in a fast paced, high stress environment
- The position is a representative of both Wright and Tallmadge Townships

Ability Requirements

- Carry and Drag heavy objects
- Climb ladders and operate at high heights
- Work and operate in an IDLH environment
- Ability to use computer based programs.
- Ability to effectively communicate clearly in verbal and written form.
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Educational Requirements:

- High School diploma or GED
- Effective computer skills
- State of Michigan FF I & II Certified
- State of Michigan MFR / EMT-Basic/ Specialist or Paramedic
- State of Michigan HAZMAT Operations Certified
- Fire Officer I, II & III preferred
- NIMS 100, 200, 300, 400, 700, and 800 obtainable within one year of employment

Recommended Skills

- NFPA Fire Inspector I with knowledge of interpreting codes and code enforcement
- Associates Degree in Fire Science/Public Administration or similar field