



St. Matthews Fire and Rescue STANDARD OPERATING GUIDELINE



Regarding: Job Description Firefighter / EMT

Effective: 9/01/2020

SOP # 02.018

Supersedes:

Approved by Chief William Seng

Position Title: Firefighter
Division: Suppression Operations
Supervised by: Fire Shift Captain and Sergeant
Supervises: N/A
 Exempt Non-Exempt

I. Position Purpose

This position requires the employee to perform firefighting duties approved by the Board of Trustees and the Fire Chief under the direction of a Captain. The employee will perform daily support operations as assigned to maintain all equipment, facilities, and apparatus of the Department. This position will also provide public education and training on topics of life safety, health, fire prevention, and other related topics as deemed necessary by the Department.

II. Minimum Qualifications

Must meet the following requirements:

- Be 18 years of age or older
- Possess a High school Diploma or GED
- Possess a valid driver's license
- Complete a background investigation with no negative findings
- Pass a physical exam indicating they are "Fit for Duty" per NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Depts.
- Successfully complete a drug screening test
- Firefighter qualifications:

Option 1: KY State 400 Hour Certified Firefighter who has been, or is currently, in the KY State CERS Retirement System

Option 2: IFSAC Firefighter I & II and Haz Mat Awareness & Operations Certified, who has NOT been in the KY State CERS Retirement System, with the following additional requirements:

- Current CPAT Card
- IFSAC Driver/Operator or 12 hours of Drivers Training and 12 hours of Pump Operations
- IFSAC Airport Firefighter or 8 hours of Aircraft Training
- Kentucky Firefighter Survival
- Kentucky Firefighter Rescue

- Kentucky Wildland Awareness
- Kentucky Flashover & Recognition



St. Matthews Fire and Rescue STANDARD OPERATING GUIDELINE



III. Minimum Qualifications for Suppression EMT

- KY State and/or National Registry EMT certification
- AHA certifications in:
 - BLS Healthcare Provider

IV. Additional Ongoing Qualifications:

- Meet the requirements as outlined in SOP 02.002 Advancement Schedule for Step 2 Firefighter within 12 months of being hired.
- Meet the requirements as outlined in SOP 02.002 Advancement Schedule for Step 3 Firefighter – Driver / Operator within 24 months of being hired.

V. Responsibilities / Duties / Functions / Tasks

- Have a good understanding of the districts policies, procedures, and employee manual
- Abide by the requirements of the Administrative Policies and the Standard Operating Procedures of St. Matthews Fire & Rescue.
- Respond to all calls for service when on duty and perform such duties as requested by the Officer in charge, to the best of his/her ability.
- Remain at the fire scene, station, or training until dismissed by the Officer in charge.
- Be responsible for his/her issued equipment (i.e. PPE, uniforms, radios, etc.), including routine upkeep and maintenance. Return issued equipment to the appropriate Division upon request, termination, or inactivity with the Department.
- Perform a check of apparatus, equipment, and personal gear as warranted at the beginning of each duty day.
- When appropriate, ensures that records required of emergency responses, accidents, injuries, trainings, and other situations for which documentation is required are completed prior to end of each shift.
- Treat superior officers, associates, and the public respectfully and with a professional demeanor.
- Do not publicly criticize instructions or orders that he/she has received.
- Notify their supervisor of any equipment malfunction, lost or missing equipment, and/or needed equipment including personal, station, or apparatus.
- Remain familiar with the equipment on all apparatus of the St. Matthews Fire & Rescue.
- Participate in daily work assignments as assigned by the Station Captain including but not limited to:
 - Building and grounds maintenance
 - Vehicle maintenance
 - Fire prevention, public education, and fire hydrant testing
 - Training
 - Hose Testing
- Attend assigned training sessions and complete 100 hours of training annually to qualify for KY State Incentive Pay.
- Maintain certification as a KY State Certified EMT.
- Notify their supervisor of any change in status of their EMT certification, or their ability to function as an EMT in the Commonwealth of Kentucky.



St. Matthews Fire and Rescue STANDARD OPERATING GUIDELINE



- Notify his / her supervisor of any change of address or phone number within two (2) weeks of the change.
- Notify his / her supervisor immediately of any criminal charges or motor vehicle violations.
- FF/ EMT is required to have and maintain certification as an EMT, as listed at https://kbems.kctcs.edu/certification_and_licensure/EMT/licensure.aspx
- FF/ EMT is required to provide medical care to ill or injured patients at the scene of medical emergencies.
- FF / EMT may be transferred from the fire apparatus to the ambulance in the event an EMT vacancy needs to be filled. This transfer is only temporary during the time it takes for a supervisor to notify a full time EMS replacement and that employee reports for duty to fill the vacancy.

VI. Special Position Requirements:

- The employee may be required to perform all job functions under hazardous and/or austere conditions, while being exposed to all weather types and/or under extreme stress.

VII. Probation Period

Per SOG 02.006 Probation Period for New Employees, all new hires shall be on probation for a period of 12 months.