



CHELAN FIRE AND RESCUE

FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN JOB DESCRIPTION 023

Division: Operations

JD 023 REPLACES: Firefighter JD	Date:05/04/2026	ISSUED BY: Chief Asher
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DEFINITION:

Firefighter/EMT duties include responding to emergency incidents, natural and man-made conditions that threaten life and property, and providing essential services to the public. Employees in this position are responsible for protecting life and property through firefighting operations, emergency medical services, fire inspection activities, public education, and other related duties. Work is performed in full compliance with departmental standards under physically demanding, adverse, and often hazardous conditions.

Firefighter/EMTs perform duties in a variety of areas, including structural, wildland, and vehicle firefighting operations; emergency medical services; and special rescue operations. Additional responsibilities include company-level fire and life safety inspections, fire prevention programs, public education and public relations activities, and the maintenance of apparatus, equipment, and facilities. Duties may also include testing fire hydrants, hoses, ladders, and pumps, instructing fire service and medical training sessions, and performing other duties as directed by the Fire Chief.

This position is an at-will employment role and is assigned to either a 56-hour shift schedule with off-duty callback responsibilities or a 40-hour work week with after-hours callback requirements

SUPERVISION RECEIVED AND EXERCISED:

Firefighter/EMTs report to and are accountable to their company officer. Performance is evaluated by the company officer based on the quality of work, level of proficiency, and knowledge of emergency operations, apparatus, equipment, procedures, and related responsibilities. Firefighter/EMTs are also evaluated on their ability to work effectively as part of a team in achieving Fire District goals and objectives in a timely manner. Evaluations are based on the employee's level of experience and rank, including probationary/third, second, and first-class firefighter status.

Supervisory Responsibilities: Firefighter/EMTs may assume the duties and responsibilities of a company officer in an acting capacity when assigned or during emergencies in the absence of an officer. They may also supervise volunteer personnel during emergency operations, training sessions, and other assigned activities.

ESSENTIAL FUNCTIONS:

Ability to don specialized safety equipment (bunker gear, respirators, etc.) and perform physically demanding and hazardous work for extended periods under emergency conditions involving high stress, strenuous physical exertion, heights, confined spaces, heat and smoke, and limited visibility.

Maintain required physical conditioning in accordance with Fire District health and fitness standards.
Receive emergency alarms and operate radio and other communications equipment under both routine and emergency conditions.

Drive or ride Fire District apparatus to emergency scenes; deploy equipment; lay and connect hose lines and nozzles; raise and climb ladders; and operate high-pressure hoses, fire pumps, hydraulic equipment, power tools, hand tools, and other equipment during emergency and non-emergency operations.

Remove individuals from hazardous environments and provide emergency medical care as required.

Deploy, raise, lower, and operate all in-service ground ladders for victim access and rescue, rescuer access and egress, and other technical operations.

Perform ventilation of burning structures, salvage operations, and related firefighting tasks.

Complete and maintain accurate computer records, reports, and other documentation as directed by the company officer.

Participate in the FLSI inspection program.

Read, understand, and comply with Fire District policies, Standard Operating Guidelines, directives, and procedures.

Perform inspection, testing, and maintenance of fire hydrants, fire apparatus, hose, ladders, and extinguishers.

Operate motorized equipment, including portable pumps, extrication tools, chainsaws, positive pressure ventilation fans, and rotary saws.

Successfully complete the in-house Rapid Entry Rescue Swimmer Course or PADI certification and maintain ongoing competency and compliance.

Complete assigned Rope Rescue Technician training and maintain certification and proficiency.

Participate in public education and public relations activities.

Perform maintenance of Fire District facilities, grounds, and living quarters.

Maintain personal appearance in accordance with Fire District policies, Standard Operating Guidelines, directives, and procedures.

Conduct, participate in, and/or instruct fire and EMS training sessions, drills, or classes for Fire District personnel and the public as directed.

Attend conferences, classes, and training sessions related to firefighting, emergency medical services, special rescue, and disaster response as directed.

Maintain proficiency through ongoing training to prevent skill degradation.
Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable:

- Knowledgeable in modern methods, principles, techniques, practices applied to firefighting, fire inspection, disasters, medical aid, special rescue, and related fields.
- Knowledgeable in hazardous materials: Recognition & Identification, awareness and defensive operations.
- Knowledgeable in the topography and street locations throughout the Fire District's jurisdiction.
- Knowledgeable in basic building construction, building hazards, built-in protective systems, general control points, placement and operation of public utilities, etc.
- Knowledgeable about traffic laws, ordinances, regulations, emergency and non-emergency operations of vehicles, fire apparatus, and equipment.
- Knowledgeable in the mechanical and operating principles involved in the operation and maintenance of firefighting apparatus and equipment.
- Knowledgeable in fire prevention codes and fire safety as it relates to the company-level programs

Skilled:

- Skilled in interacting with the public courteously and effectively.
- Skilled in maintaining collaborative working relationships with coworkers.
- Skilled in communicating clearly and effectively, both orally and in writing.

Ability:

- Ability to understand and execute specific orders and instructions.
- Ability to rapidly analyze dangerous situations and respond quickly, calmly, and professionally, taking appropriate action in hazardous conditions, including those involving risk of serious injury or loss of life
- Ability to ensure all work is performed safely and in accordance with applicable safety guidelines
- Ability to meet the mental and physical demands of Firefighter/EMT duties
- Ability to recall facts and conditions observed under severe physical and emotional stress
- Ability to read, comprehend, and adhere to Fire District policies, Standard Operating Guidelines, directives, and procedures
- Ability to perform physically demanding firefighting tasks, including carrying and operating hoses, ladders, and rescue equipment

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must be at least 18 years old at the time of employment
- Must have a high school diploma, GED, or equivalent
- Must possess a valid Washington State Driver's License and successfully complete the employer's defensive driving program.
- Must possess EMT certification or be able to obtain certification within a timeframe determined by the Fire Chief; certification must be maintained throughout employment.
- Must have completed a fire service recruit training program approved by the Fire Chief.

SPECIAL REQUIREMENTS:

- Basic computer proficiency
- Must successfully pass a criminal and driving background check.
- Must be able to work 24-hour shifts.

TOOL AND EQUIPMENT USED:

- Motorized firefighting apparatus, including engines with pumps and aerial ladders
- Hydraulic tools, hand-held power tools, and hand tools used in extrication, forcible entry, and other firefighting operations
- Emergency medical equipment, including AEDs, BVMs, and other tools used in the treatment of medical and trauma patients
- Office computers and related software
- Janitorial equipment used for facility cleaning and maintenance
- Ground maintenance equipment, including lawn mowers, edgers, and hand tools used to maintain fire station grounds

PHYSICAL DEMANDS:

- Must be able to carry a self-contained breathing apparatus (SCBA) weighing approximately 35 pounds and support up to 100 pounds of hose while wearing full protective gear
- Must be able to crawl on hands and knees in confined or hazardous environments
- Must be able to climb ladders and stairs while carrying equipment, hose lines, or patients
- Must be able to work on slippery or elevated surfaces, including rooftops, ladders, aerial ladders, scaffolding, and heights exceeding 12 feet
- Must be able to pull or drag heavy objects, including victims, from hazardous conditions
- Must be able to operate in extreme temperatures (approximately 100–500°F) while wearing full protective equipment and SCBA
- Must be able to work in confined spaces and cramped positions (e.g., vehicles, closets, attics, crawl spaces)
- Must be able to lift and load a stretcher into an ambulance
- Must be able to lift and load a stretcher into an ambulance
- Must be able to perform overhead work, including pulling down ceilings or walls
- Must be able to cut or breach structures (roofs, walls, floors) using tools such as axes
- Must be able to lift and handle ladders weighing approximately 75 pounds
- Must be able to walk long distances carrying equipment and perform duties without rest upon arrival
- Must have adequate vision (near, distance, color, and focus) to safely perform duties
- Must be able to hear and communicate clearly in high-noise environments

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this position. Employees frequently work near moving mechanical parts and in both indoor and outdoor settings under all weather conditions. Approximately 50 to 90 percent of the work time is spent outdoors with exposure to sun, wind, rain, or snow. Firefighter/EMTs may work in a variety of locations depending on the nature of the emergency, including residential,

commercial, and other structures within the jurisdiction or neighboring jurisdictions, as well as along state highways, county roads, and city streets, and in open areas such as fields, pastures, and forests, as well as office settings and apparatus bays. The work environment is typically moderately noisy.

SELECTION GUIDELINES:

Formal applications, including evaluation of education and experience, written examinations, oral interviews, reference checks, background checks, and other job-related testing may be required.

The essential duties, knowledge, skills, and abilities listed above are intended only as illustrations of the types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the role.

This job description does not constitute an employment agreement between the employer and employee and is subject to change at the discretion of the employer based on operational needs and job requirements.

SIGNATURES:

Employee's Signature Date

Supervisor's Signature Date

Approval:

Division Officer Date

Fire Chief Date

Note: This document will be reviewed and updated if the duties of this position are changed significantly.