



Gravette Fire Department  
309 First Ave. NE  
Gravette, AR 72736  
P: 479-787-6600

**Job Title:** Firefighter/Paramedic  
**Department:** Fire  
**Reports to:** Fire Chief  
**Pay Range:** \$17/hr

The Gravette Fire Department is seeking applicants for the position of PRN paramedic. Applications are available at City Hall or on the City's website under the 'About' tab. Completed applications can be submitted at City Hall or emailed to [info@gravettear.com](mailto:info@gravettear.com).

### Benefits

- 12 or 24-hr shifts available
- Unlimited training opportunities
- EAP services offered at no cost
- Participation in LOPFI if applicable
- Access to employee gym at no cost to employee and family

### Job Description

#### **Essential Functions**

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Responds to fire alarms and extinguishes fire;
- Responds to calls for emergency medical services, and renders first aid;
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris;
- Responds to and renders assistance in emergency cases;
- Cleans and inspects equipment and apparatus after returning from a fire;
- Inspects equipment and apparatus and notifies superior officer of any defects;
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;
- Keeps fire station, equipment and grounds in a clean and orderly condition;
- Participates in training activities and instruction sessions;
- Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items;
  - Performs various public information or education tasks;



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- Enters inspection, training, fire and emergency medical service calls into the records management systems;
- Performs all work duties and activities in accordance with City policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

#### Other Duties and Responsibilities:

- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues;
- May respond to non-emergency calls for infant car seat installations, Africanized bee complaints, fire prevention demos, etc.;
- Deals with social service-related areas of emergency response by assisting victims and relatives of victims of traumatic events.

#### Knowledge, Skills and Abilities

##### Knowledge of:

- The geography of the City of Gravette and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Specialized fire fighting vehicles and equipment;
- Current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- Paramedic techniques and related medical equipment;
- Basic mathematical and science skills;
- Uniform fire code for inspection purposes;
- Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures;
- Computers and related software.

##### Ability to:

- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;



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- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Successfully meet the Gravette Fire Department's requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under extremely stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees.

Supervision Received:

- The work is performed under the direct supervision of a Fire Captain or Lieutenant

Supervision Exercised:

- None

**Minimum Qualifications**

High school diploma or GED equivalency; and

- Must be at least 18 years of age at the time of application;
- National Registry Paramedic Certification;
- IFSAC or ProBoard Firefighter I and II preferred
- Ability to drive and operate fire apparatus

Essential Physical Abilities:

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:



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- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.