

# Job Description-Firefighter/Paramedic

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**CATEGORY:** Personnel  
**NUMBER:** Pers-36  
**EFFECTIVE:** June 2011

## REFERENCE

N/A

## PURPOSE

The purpose of this policy is to define the District's work expectation and description for the classification of Firefighter/Paramedic.

### **Definition & Major Function**

This classification performs technical duties in the areas of fire suppression, emergency medical care, emergency rescue, hazardous materials incidents, fire investigation, fire inspection, fire personnel training, and public education. Incumbents are responsible for responding to emergency and non-emergency activities. Incumbents are expected to exercise a high degree of judgment and initiative while making critical fire and life safety related decisions under high pressure and/or adverse conditions. This classification reports to and receives guidance and mentoring from the first line supervisor of the shift.

**Duties & Responsibilities:** The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Duties:** The following duties are considered essential for this position:

- Respond to emergencies and calls for assistance.
- Participate in firefighting and/or rescue operations
- Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
- Observe, record, and report to physician and other EMS team members the patient's condition and response to drugs and other treatment modalities.
- Participate in salvage and overhaul operations.
- Respond to and take appropriate action at hazardous materials incidents; direct and/or participate in the rendering of medical care at an emergency incident.
- Participate in drills for fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention, and related subjects.
- Complete work assignments on assigned company/shift/station; ensure that all decisions and actions are consistent with department policies, procedures and emerging priorities.

- Complete duties related to program management to ensure project and program deadlines and milestones are met.
- Perform scheduled inspection of facilities, equipment and apparatus to ensure operational readiness.
- Participate in the inspection of buildings, residences and installations for fire hazards and fire safety systems as required by State laws and County ordinances and for pre-fire planning purposes.
- Perform basic fire investigation functions and submit timely and accurate reports as assigned
- Conduct station tours, participate in demonstrations of equipment and techniques, and make educational presentations to members of the public.
- Clean and maintain facilities, grounds, quarters, equipment and apparatus at the fire stations.
- Ensure appropriate written and oral communication takes place to transfer responsibilities and current priorities from one shift and/or crew to another.
- Assist in developing recommendations and implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend technical skills training and continuing education courses as needed to maintain technical and leadership skills and certifications. Demonstrate the ability to read, write and comprehend these and other related materials.
- Complete incident reports accurately and completely.
- Prepare reports related to assigned activities; and maintain maps and records.

**Additional Duties:** In addition to the duties listed in the Essential Duties section, the employee may perform the following duties. An employee may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Perform a wide variety of general staff work as assigned.
- Obtain and otherwise preserve evidence at an emergency scene.
- Participate in department meetings as assigned.
- Observe and report violations of laws and ordinances.
- Practice appropriate and professional communication with external and internal stakeholders
- Attend crew/shift safety meetings as necessary.
- Ensure compliance with department standards concerning uniforms, emergency gear, tools and equipment, grooming, and other related items.
- Receive and process reports from the public.
- Perform related duties as assigned.

**Qualifications:** Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** For entry level, no prior fire experience is required. 1 Year Paramedic work experience unless initial Paramedic certification was obtained while having served 6 months previous as a EMT-B within Kitsap or Mason counties.

**Education:** High School Diploma or a Certificate of Educational Competence (G.E.D.). Major course work in fire science, fire administration, public or business administration or related field, is preferred.

**License or Certifications:** This position requires the use of a personal or department vehicle while conducting department business. The individual must be physically capable of operating motor vehicles safely and must possess and maintain a valid Washington Driver's License, department approved EVAP training and a driving record free of significant moving violations. The fire chief may waive this requirement under exigent circumstances.

- Current Washington State EMT-P certification.
- Current Mason County Paramedic certification
- Current ACLS, PALS, PHTLS certifications

**Selection Guidelines:** Formal application; written examination; physical ability test; assessment center, background verification and check, medical examination, final selection interviews.

**Knowledge, Skills & Abilities:** While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the firefighter/paramedic will possess the abilities or aptitude to perform each duty proficiently.

Knowledge of:

- Policies, rules and regulations of the department, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting the fire service.
- Principles, practices, methods and techniques of modern firefighting, and protection of lives and property.
- Principles, practices, methods and techniques of basic and advanced emergency medical care and cardio-pulmonary resuscitation.
- Principles, practices, and functions of the National Incident Management System (NIMS) or other current Incident Management System.
- Local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- Firefighting equipment and apparatus functions, minor repair techniques, inspection, and the reporting of deficiencies.
- Mechanical, chemical and related characteristics of a variety of flammable and explosive materials and objects.
- Fire prevention principles, practices and procedures.
- Basic fire investigation principles, practices and procedures.
- Basic principles and practices of organization, administration, training and project management.

- Basic financial management and budgeting concepts and practices necessary to effectively manage assigned resources with appropriate supervision.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the department.

Ability to:

- Effectively utilize equipment and apparatus in emergency situations and during routine or daily work assignments.
- Operate apparatus and equipment used in modern emergency response activities.
- Communicate clearly and concisely both orally and in writing, with individuals and in group settings.
- Establish and maintain cooperative and effective working relationships with assigned personnel and other department employees under both regular business and adverse/emergency conditions.
- Effectively resolve work-related problems and conduct preliminary fact finding inspections and investigations, including gathering and preserving evidence.
- Project a personal commitment to the mission and vision of the department; model leadership skills and behaviors consistent with the Leadership Development training and the guiding principles of the department.
- Comprehend and make inferences from written material; understand and apply department policies and procedures, read and interpret maps; prepare and maintain accurate reports and records.

**Physical Requirements & Working Conditions:** The physical requirements and working conditions described herein is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents in this classification generally work 48-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Incumbents may be assigned to work alternative shifts in accordance with the provisions of the collective bargaining agreement. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, incumbents are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations, such as functioning within the Incident Management System.

Physical strength and ability to perform intermittently very heavy labor for extended periods of time under extremely dangerous and uncomfortable conditions, often while wearing bulky protective gear, including self-contained breathing apparatus. Very heavy labor is defined as, for example, exerting force sufficient to lift and carry an adult victim, or as necessary lift whatever weight is required to handle the emergency or rescue, either individually or as part of a team. Often the lifting must be done in spaces where use of correct lifting techniques is not possible.

Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screwdrivers.

Specific hearing abilities required by this job include the ability to hear and understand radio transmissions in an environment which contains large amounts of background noise, in a moving vehicle, and in a typical office setting. Incumbents are also required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help.

Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by the incumbent require precise arm-hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of equipment often requires the coordinated movement of more than one limb simultaneously.

Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders.

The incumbent must have vision necessary to perform the essential job functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

In daily activities at a shift or station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device.

In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting.

Participating in training and operational activities involves observing and monitoring people, data and objects to ensure compliance with safety standards and department policies and procedures.

Climbing and working off ladders greater than 10 feet above the ground to observe roof conditions/operations

During fire suppression or contaminated air emergencies, must wear and use a self-contained breathing apparatus.

Operate radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism.

Conduct routine maintenance on equipment, apparatus and facilities using a variety of hand and power tools.

Prepare written materials such as various documentation, reports, evaluations, shift schedules, rosters and e-mail using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement.

Communicate with the public and staff face to face and using a radio or telephone.

Provide training to staff and the public in a classroom setting.

Operate emergency vehicles in adverse conditions in a controlled and safe manner while obeying State laws and District policies.

Attend professional training classes and team building sessions learning through oral and structured lecture instruction.

***The examples of duties and working conditions are intended only as illustrations of the various types of work performed. The omission of specific statements of duties and/or working conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position.***