

PARAMEDIC / FIREFIGHTER

Department:	Fire	Grade:	F-15
Division:	Fire	Location:	Fire Station
Date Revised:	September 23, 2014		

GENERAL PURPOSE

Protects life and property by engaging directly in firefighting, emergency care, hazardous materials, and fire prevention. Maintains fire/EMS equipment, apparatus, and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Chief and/or Fire Lieutenant.
Direct supervision of personnel on medical calls.

SUPERVISION EXERCISED

May assist to coordinate, instruct, or supervise the work of new employees, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs firefighting activities including driving fire and EMS apparatus, operating pumps and other equipment, laying hose, and performing fire containment and extinguishment tasks; keeping records; making reports.
- Performs advanced life support, medical activities and provides other assistance, as required.
- Participates in fire drills, and classes in firefighting, emergency medical, and hazardous materials subjects.
- Receives and relays fire and EMS calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire and EMS equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of department facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains, re-stocks, and tests EMS and fire apparatus and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency care activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations (i.e. throwing salvage covers, sweeping water, and removing debris).
- Other duties as assigned.

PERIPHERAL DUTIES

- Assists in training new employees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent; preferably supplemented with fire science courses;
- (B) Any equivalent work experience.
- (C) Paramedic certification

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of emergency rescue and treatment procedures, advanced life support techniques and their application; working knowledge of Iola and Allen County geography (i.e. streets, alleys, buildings, medical facilities, fire hydrants, etc.); working knowledge of driver safety.
- (B) Skill in the operation of the listed tools and equipment.
- (C) Ability to apply standard firefighting and emergency care techniques to specific situations; follow verbal and written instructions; communicate effectively orally and in writing; establish effective working relationships with employees, other agencies and the general public; perform strenuous and peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heat, intense heat, cold or smoke; meet the special requirements listed below as applicable; learn the operation of new fire suppression and other emergency equipment; act effectively in emergency and stressful situations by using good judgment, self-discipline and courtesy.

SPECIAL REQUIREMENTS:

- (A) Must be 21 years or older at the time of employment;
- (B) Possess, or be able to obtain within 6 months, a valid Class B Kansas State driver's license;
- (C) Must have no felony convictions or disqualifying criminal histories within the past seven years;
- (D) Must be able to read and write the English language;
- (E) Must be of good moral character and of temperate and industrious habits;
- (F) Current possession of and ability to maintain Kansas paramedic certification and CPR certification;
- (G) Firefighter II and Driver/Operator certification from K. U. Fire Service Training.
- (H) Must be willing to work shift work, weekend days and holidays.
- (I) Must have telephone service for emergency contact

TOOLS AND EQUIPMENT USED

Mobile intensive care units, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, basic and/or advanced life support equipment, radio, pager, personal computer, telephone, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by 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. While performing the job duties, the employee is often required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 200 pounds with assistance from other employees. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in office settings is normally quiet; in the work environment it is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud to very loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests, background check; physical agility; drug screening; final selection and pre-employment medical examination may be required. NOTE: appointees will be subject to completion of a standard probationary period. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.