



# Title: Firefighter EMT-Paramedic

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to control and extinguish fires, conduct search and rescue missions, respond to medical emergencies, and administer life saving measures. This is accomplished by responding to medical and fire emergencies, treating patients, operating a variety of apparatus and vehicles, participating in training activities, assisting in the investigation of fires, and responding to the directives of incident commanders. Other duties include acting in a supervisory role when needed, participating in equipment testing, and compiling and maintaining reports and records. Other duties as assigned by The Chief and assisting in preparation for special events.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	V	Performs non-emergency job functions by operating and inspecting apparatus and fire equipment; cleaning and maintaining station facilities, equipment and grounds; ensuring equipment and apparatus are ready at all times for emergency calls; studying locations, building plans and fire prevention systems; organizing and executing the fire prevention program; participating in community disaster preparedness and training; updating continuing education hours; assisting with fire investigations and code enforcement; and inspecting and testing apparatus and equipment	50%
2	V	Performs paramedic duties by providing life support care to the ill and injured; providing cardiac monitoring; performing detailed physical exams; corresponding with on duty physician at the hospital; transporting the ill and injured to the appropriate medical care facility; operating emergency vehicles; cleaning and maintaining equipment; and participating in continuing education	30%
3	V	Performs firefighter duties by operating firefighting equipment and apparatus; participating in continuing education classes; responding to fire alarms; performing hose, salvage, and overhaul operations; and rescuing individuals	15%



4	V	Participates in rescue operations by performing extractions from vehicles, high and low angle rescues, water rescues and confined space rescues; aiding the public in evacuation during natural disasters; performing urban search and rescues; identifying and containing exclusion zones in hazardous material incidents; and evaluating terrorist attacks	5%
---	---	--	----



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including one year experience.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has no budgetary responsibility
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	TCFP - Firefighter 1, TDSHS - EMP-Paramedic, Valid Driver's License, Class B exempt.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy <b>X</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

<b>C</b> Continuously 2/3 or more of the time.	<b>F</b> Frequently From 1/3 to 2/3 of the time.	<b>O</b> Occasionally Up to 1/3 of the time.	<b>R</b> Rarely Less than 1 hour per week.	<b>N</b> Never Never occurs.
--	--	--	--	------------------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work duties, communicating with co-workers
Sitting	F	desk work, meetings, driving
Walking	C	to other departments/offices/office equipment, around work site
Lifting	C	files, supplies, equipment
Carrying	C	files, supplies, equipment
Pushing/Pulling	C	file drawers, equipment, tables and chairs, hose
Reaching	C	for supplies
Handling	C	paperwork
Fine Dexterity	C	computer keyboard, calculator, telephone pad, calibrating equipment
Kneeling	O	As needed
Crouching	C	retrieving items from lower shelves/ground
Crawling	O	under equipment, inside attics/pipes/ditches
Bending	C	retrieving items from lower shelves/ground, making repairs
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	C	ladders, stairs, step stool, onto equipment
Balancing	C	on ladders, on step stool, on equipment
Vision	C	driving, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and on telephone
Foot Controls	C	driving
Other (specified if applicable)	N	



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Firefighting equipment, medical emergency equipment, hand tools, power tools, telephone, copier, fax, vehicle, calculator, computer, and associated hardware and software

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	F
Explosives	O
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, bunker gear, SCBA, eye protection, hearing protection, and safety vest

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) Fire Station

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.