	SCOTT TOWNSHIP FIRE & EMS	
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	Job Description	
	RANK: Private	

POSITION: Firefighter / Paramedic (Structural)
SUPERVISOR: Company Officer (Assigned Captain and/or Lieutenant)
DIVISION: Operations
EFFECTIVE DATE: July 2020

GENERAL PURPOSE:

The Firefighter/Paramedic performs highly responsible work, individually and as a member of a team. Work can include, but is not limited to; firefighting, rescues of various natures, hazardous materials, and advanced emergency medical life support procedures in accordance with departmental medical protocols, guidelines, and procedures. The Firefighter/Paramedic will also make decisions based on communications with on- and off-line medical direction.


IMMEDIATE SUPERVISOR:

The Firefighter/Paramedic reports directly to the company officer (assigned Captain and/or Lieutenant). On the emergency scene the Firefighter/Paramedic will fall within the chain of command.


SPECIFIC DUTIES AND RESPONSIBILITIES:

The list of essential functions as listed below is intended to be representative of the task that a Firefighter/Paramedic will perform. The omission of an essential function does not preclude a supervisor from assigning duties not listed below.

- Operates, utilizes and maintains fire department equipment and gear; operates, test and maintains fire pumps and hydrants
- Responds to fire alarms and emergency medical calls
- Suppresses and extinguishes fires; performs compliance checks on firefighting equipment; monitors fire suppression and rescue equipment
- Rescues victims from fire, vehicles, drowning, accidents and other conditions that are immediately dangerous to life and health (IDLH); performs duties in compliance with all life-saving policies, guidelines and protocols as they apply to the Paramedic

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- Administers basic and advanced life support to sick or injured persons following local medical direction and State of Indiana rules; stabilizes patient with care for and during transport; performs Cardiopulmonary Resuscitation (CPR); administers cervical spine immobilization; checks and verifies vital signs; evaluates patient status
- Performs complex diagnostic and medical procedures including, but not limited to: intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of various medications
- Checks medications and equipment daily to ensure proper control and inventory
- Accurately complete written and verbal reports on patient care to hospital emergency departments within two hours post available time.
- Comprehends and documents complete and accurate patient histories
- Performs salvage operations after the emergency has been mitigated and/or suppressed
- Operates fire apparatus and various types of Emergency Medical Service (EMS) transport vehicles
- Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques
- Participates in public education and community outreach programs
- Participates in fire prevention inspection and pre fire planning
- Assist in fire investigations when requested to do so by the investigator
- Communicates with members utilizing the departmental electronic mail system (e-mail); checks e-mail a minimum of at least once daily
- Attends continuing education programs in the fields of firefighting or emergency medical services
- Conducts departmental training sessions on topics related to the employee's job function

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- Performs custodial duties at the station; cleans and maintains fire station grounds; cleans and maintains fire station facilities and equipment; inspects equipment for necessary repairs
- Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE:

A High School Diploma or GED, State of Indiana Emergency Medical Services - Paramedic license.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:


- ** Must possess State of Indiana Firefighter I/II certification or IFSAC Firefighter I/II
- Must possess State of Indiana Emergency Medical Services - Paramedic License
- Must possess current Advanced Cardiac Life Support (ACLS)
- * Must possess current Pediatric Advanced Life Support (PALS)
- * Must possess current International Trauma Life Support (ITLS)
- Must possess current Cardiopulmonary Resuscitation (CPR) certification
- Must possess a valid State of Indiana driver’s license

** - Must be obtained prior to completion of recruit academy

* - Must be obtained within 180 day of date of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of current principles and practices of fire suppression, rescue, hazardous materials containment, and basic advanced emergency medical care; governing laws, ordinances, policies and procedures
- Skilled in the principles and techniques of customer relation skills; ability to deal diplomatically with irate, violent, or frantic persons; ability to react quickly and calmly in emergency situations.
- Skill in advanced life support delivery of care
- Ability to analytically observe and record clearly routine and non-routine emergency and non-emergency activities
- Ability to understand and follow written and oral instructions

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- Ability to clearly communicate information both verbally and in writing
- Ability to read, interpret, update, and maintain various records and files
- Ability to operate basic office equipment (i.e. copier, computer, projector, telephone)
- Ability to operate various software programs (i.e. Microsoft Word, Outlook, Excel, PowerPoint)
- Ability to establish and maintain effective working relationships with departmental staff, supervisors, and the general public
- Ability to interpret a variety of instructions in written, oral, drawn diagram, or schedule form

PHYSICAL & MENTAL REQUIREMENTS:

While performing the essential functions of this job some task involve exerting moderate physical effort, this can be described as:


- Light pushing
- Light pulling
- Sitting
- Standing
- Walking

Emergency task and training functions involve the performance of physically demanding work, this is described as:

- Running
- Climbing
- Jumping
- Lifting moderately heavy and/or heavy objects
- Carrying moderately heavy and/or heavy objects
- Pushing moderately heavy and/or heavy objects
- Pulling moderately heavy and/or heavy objects

Ability to pass a respirator physical as defined by Occupational Safety and Health Administration (OSHA) 29 CFR 1910.134 along with annual quantitative fit testing.

Must be able to wear personal protective ensemble and equipment weighing up to 70 pounds; work in extremely high temperatures and IDLH atmospheres

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In responding to critical incidents this position will involve frequent periods of high mental and/or emotional stress.

During critical incidents the Firefighter/Paramedic may be exposed to fire, fumes, airborne particles, toxic and/or caustic substances, excessive noise, temperature extremes, and periods of dampness or high humidity.